

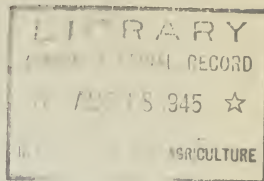
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WAR FOOD ADMINISTRATION
Agricultural Adjustment Agency
Washington, D. C.

1944 PRODUCTION-CONSERVATION PROGRAM

COMMITTEEMAN'S HANDBOOK



The 1944 Farm Program is designed to assist the farmers of Michigan to the fullest possible extent in making their contribution to the war effort, and in protecting their soils against damage from erosion and loss of fertility.

The county committee, with the approval of the State committee, may designate those practices which will be approved for payment in the county in order that the farm allowance will be used most effectively to bring about increased production and conservation, or the county committee may specify for any group of farms a proportion of the farm allowance which may be earned only by carrying out certain designated practices which are badly needed.

A. Production-Conservation Practice Allowance. The practice allowance is the maximum amount of payment that may be made for carrying out approved production-conservation practices on the farm.

- (1) The allowance for the following special practices shall be the extent of such practices times the approved rates: Contouring Intertilled Crops, Contour Seeding, Establishing Contour strip-cropping, Field Stripcropping not on the Contour, and Establishing Sod Waterways.
- (2) The allowance for other practices shall be the sum of the following, or \$20.00, whichever is greater:
 - (a) 60 cents times the acreage classified as cropland.
 - (b) \$2.00 times the acreage classified as commercial orchards.

B. Division of Practice Payments. The payment earned in carrying out production practices shall be paid to the producer who carried out such practices. If more than one producer contributes to the carrying out of practices, the payment shall be divided in the proportion that the county committee determines the producer contributed to carrying out of the practices. In making this determination, the county committee shall take into consideration the value of the labor, equipment, or material contributed by each producer toward carrying out each practice on a particular acreage, assuming that each contributed equally, unless it is determined to the satisfaction of the county committee that their respective contributions were not equal.

C. Production-Conservation Practices. The practices available for 1944 are those which are most needed in order to conserve and improve soil fertility, improve pasture land, prevent wind and water erosion, promote conservation and better utilization of water, and increase the production of agricultural commodities required in the war effort. Assistance will be available through the production practice allowance for carrying out the following practices during the program year January 1, 1944, through December 31, 1944. To qualify for payment, each practice must be carried out in accordance with the specifications for that practice and be in keeping with good farming practices for the locality.

The total extent of any practice performed shall be reduced, for purposes of payment, by not less than the percentage of the total cost of the practice which the county committee determines was furnished by a State or Federal agency, excluding costs represented by materials or services furnished by the AAA, equipment furnished by the Soil Conservation Service, or materials or services furnished by a State or political subdivision of a State or agency thereof to another agency of the same State, or other costs designated by the Chief of the AAA.

All special practices listed under this section are designated by asterisks (**). Practices not designated as special practices will be considered as regular practices.

Michigan

(1) **Contouring Intertilled Crops. Contour farming of intertilled crops, provided the crop stubble is left standing or a good stand of a winter cover crop is obtained. No credit will be given for this practice on land which has a slope of less than 2 percent. If there is danger of erosion in waterways, such waterways must be permanently established in sod. No credit will be given for this practice for any acreage qualifying under the Contour Strip-cropping Practice.

\$1.50 per acre.

(2) **Contour Seeding. Contour seeding, by drilling, of small grain crops, sorghums, millet, and soybeans. Credit will not be given for this practice on land which has a slope of less than 2 percent. If there is danger of erosion in waterways, such waterways must be permanently established in sod. No credit will be given for this practice for any acreage qualifying under the Contour Stripcropping Practice. No payment will be made for this practice unless the area is seeded to adapted legumes or grasses.

\$0.50 per acre.

(3) **Establishing Contour Stripcropping. By growing alternate strips of intertilled crops with sown, close-drilled, or sod crops, on the contour, provided: (1) the strips are approximately the same width; (2) the strips are not less than 3 rods nor more than 10 rods in width; and (3) the crop stubble is left standing or a good stand of a winter cover crop is obtained. No credit will be given for this practice for any acreage qualifying under the practice for Contouring Intertilled Crops, or for Contour Seeding. Buffer strips less than 3 rods in width may be used if necessary.

\$2.50 per acre.

(4) Maintaining Contour Stripcropping. Maintaining contour stripcropping previously established, by growing alternate strips of intertilled crops with sown, close-drilled, or sod crops, on the contour, provided: (1) the strips are approximately the same width; (2) the strips are not less than 3 rods nor more than 10 rods in width; and (3) the crop stubble is left standing or a good stand of a winter cover crop is obtained. When in the normal course of crop rotation it is necessary to have two adjacent strips of sown, close-drilled, or sod crops, payment will be made for the entire field. No credit will be given for this practice for any acreage qualifying under the practice for Contouring Intertilled crops, or for Contour Seeding. Buffer strips less than 3 rods in width may be used if necessary.

\$1.00 per acre.

(5) **Field Stripcropping not on the Contour. Growing alternate parallel strips of intertilled crops, sown, close-drilled, or sod crops, provided: (1) the strips are approximately the same width; (2) the strips are not less than 3 rods nor more than 20 rods in width, and (3) the crop stubble is left standing or a good stand of winter cover is obtained.

\$0.75 per acre.

Michigan

(6) **Establishing Sod Waterways. Establishing a permanent sod waterway on any cropland where a permanent vegetative cover is necessary in a waterway channel or terrace outlet, or in cultivated orchards. The channel of the waterway must be sufficiently wide to carry the run-off from the drainage area and must be at least 10 feet in width. The channel must contain perennial grasses, and a good vegetative growth must be obtained.

\$0.75 per 1,000 sq. ft.

(7) Maintaining Sod Waterways. Maintaining an established sod waterway at least 10 feet wide in a field which is devoted to intertilled crops, by lifting the plow when the waterway is crossed, mowing, removing all loose clippings, sodding or reseeding breaks in the sod, protecting from damage by livestock, and by use of other practices necessary to maintain a good vegetative cover. No credit will be given for this practice for any waterway for which credit is given under practice (6).

\$0.25 per 1,000 sq. ft.

(8) Go-Down Crops. Protecting the soil from wind and water erosion by the use of go-down crops, provided a good vegetative growth is obtained and the crop is not pastured or harvested for hay, grain, seed, or forage, or otherwise taken from the land. This practice may be used only in commercial orchards. The following crops will qualify under this practice: Sudan grass, millet, buckwheat, sweet sorghums, oats, barley, rye, and wheat, or mixtures of any of these crops.

\$1.50 per acre.

(9) Green Manure Crops. Disking or plowing under a good stand and a good growth of the following crops: Sweet clover, Canadian field peas, cow peas, winter vetch, 1943 seedings of alsike or red clover, and small grains in commercial orchards. If the land is subject to erosion, and the green manure is plowed down in the fall, the green manure crop must be followed by a winter cover crop.

\$1.50 per acre.

(10) Winter Cover Crops. Establishing a winter cover crop by seeding winter legumes or fall seeded rye after a 1944 intertilled crop. The cover crop shall be seeded early enough to obtain protective cover.

\$1.50 per acre.

(11) Cover Crops (Spring Seed). Fall seeded oats, spring barley, or a mixture of these crops, following a 1944 intertilled crop.

\$0.75 per acre.

(12) Farm Ditches. With prior approval of the county committee, construction or cleaning out of farm ditches, including lateral and lead ditches, for which proper outlets are provided, and adequate provision is made for entrance of water into and out of the ditches. The ditches must have adequate capacity to remove the normal excess surface water.

\$0.08 per cu. yd. of material moved, but
not in excess of \$3.00 per 100 lin. ft.

Michigan

(13) Excavation of Ditches for Tile Drainage. With prior approval of the county committee, excavation for the purpose of installation of tile drains, provided the size of tile, outlets, and gradient meets the specifications for standard drainage procedure as recommended by the Department of Agriculture; not less than 75 percent of the area to be drained is cropland; and no part of the tile lines is to be used for any other purpose than the draining of agricultural land.

\$0.40 per rod.

(14) Harvesting Hayseed. Harvesting for seed an acreage of alfalfa, red clover, alsike clover, white clover, orchard grass, bromegrass, Reed's canary grass, and sweet clover. Credit will not be given for more than 25 acres per farm.

\$3.50 per acre.

(15) Weed Control. With prior approval of the county committee, eradication or effective control of seriously infested plots of the following perennial noxious weeds: Canadian thistle, creeping Jenny, perennial sow thistle, and quack grass. Payment for this practice may be approved only on farms where approved weed control measures are being carried out on all adjacent infested farms and contiguous land, where the infestation is limited to a single farm, or where the county committee determines that there is no likelihood of reinfestation from adjacent or contiguous land.

(a) By use of sodium Chlorate or other chemicals.

\$0.10 per lb.

(b) By clean tillage or mechanical burning (except quack grass).

\$10.00 per acre.

(c) By clean tillage of quack grass.

\$5.00 per acre.

(16) Mulching Materials. Application in commercial orchards, in vineyards, on commercial vegetable land, on potato land, or on strawberries or other small fruits, of one ton, air-dry weight, of straw or equivalent mulching materials, excluding barnyard, stockyard, or stable manure.

\$5.00 per ton.

(17) Fertilizers. Application of superphosphate, rock phosphate, or colloidal phosphate, when such material is applied (1) to old stands of biennial and perennial legumes, perennial grasses, or permanent pasture, provided the acreage on which such applications are made is not devoted to or cultivated for any other crop during the program year; (2) to new seedings of biennial or perennial legumes, perennial grasses, winter legumes, lespedeza, or permanent pasture (no credit will be given for materials furnished by the Agricultural Adjustment Agency applied to a seeding if wheat is used as a nurse crop); and (3) to green manure crops in orchards.

(a) Application of superphosphate.

\$5.25 per 100 lbs. of available P₂O₅.

(b) Application of rock phosphate or colloidal phosphate.

\$0.65 per 100 lbs.

Michigan

(18) Liming Materials. Application of the following materials:

- (a) One ton of ground limestone containing calcium and magnesium carbonate equivalent to not less than 80 percent of calcium carbonate. 90 percent of the ground limestone must pass through an 8-mesh sieve. If the ground limestone will not qualify with respect to either fineness or calcium carbonate content, or both, the county committee must require a correspondingly greater amount of material.

<u>County</u>	<u>Rate</u>	<u>County</u>	<u>Rate</u>	<u>County</u>	<u>Rate</u>
Alcona	\$1.40	Gratiot	\$3.00	Missaukee	\$3.00
Alger	3.00	Hillsdale	2.70	Monroe	1.60
Allegan	2.80	Houghton	3.00	Montcalm	3.00
Alpena	1.40	Huron	2.80	Montmorency	2.00
Antrim	2.30	Ingham	2.50	Muskegon	3.00
Arenac	2.50	Ionia	3.00	Newaygo	2.80
Baraga	3.00	Iosco	2.00	Oakland	2.30
Barry	2.80	Iron	3.00	Oceana	3.00
Bay	3.00	Isabella	3.00	Ogemaw	2.50
Benzie	3.00	Jackson	2.40	Ontonagon	3.00
Berrien	2.80	Kalamazoo	2.80	Osceola	3.00
Branch	2.70	Kalkaska	2.30	Oscoda	2.00
Calhoun	2.50	Kent	3.00	Otsego	2.00
Cass	2.70	Keweenaw	3.00	Ottawa	3.00
Charlevoix	2.30	Lake	3.00	Presque Isle	1.20
Cheboygan	2.00	Lapeer	3.00	Roscommon	3.00
Chippewa	3.20	Leelanau	3.00	Saginaw	3.00
Clare	3.00	Lenawee	2.00	St. Clair	2.70
Clinton	2.80	Livingston	2.40	St. Joseph	2.70
Crawford	2.80	Luce	3.20	Sanilac	2.80
Delta	3.00	Mackinac	3.20	Schoolcraft	3.00
Dickinson	3.00	Macomb	2.50	Shiawassee	2.80
Eaton	2.80	Manistee	3.00	Tuscola	2.80
Emmet	1.70	Marquette	3.00	Van Buren	2.80
Genesee	3.00	Mason	3.00	Washtenaw	2.30
Gladwin	3.00	Macosta	3.00	Wayne	1.60
Gogebio	3.00	Menominee	3.00	Wexford	3.00
Gr. Traverse	3.20	Midland	3.00		

Michigan

(18) Liming Materials (Continued)

- (b) One ton of calcium carbide refuse lime containing at least 85 percent of calcium carbonate, and testing not more than 25 percent moisture at the shipping point. A correspondingly greater amount of material must be required if the material does not meet the specifications.

<u>County</u>	<u>Rate</u>	<u>County</u>	<u>Rate</u>	<u>County</u>	<u>Rate</u>
Alcona	\$1.80	Gratiot	\$1.80	Missaukee	\$1.80
Alger	1.80	Hillsdale	1.80	Monroe	1.80
Allegan	1.80	Houghton	1.80	Montcalm	1.80
Alpena	1.80	Huron	1.80	Montmorency	1.80
Antrim	1.80	Ingham	1.80	Muskegon	1.80
Arenac	1.80	Ionia	1.80	Newaygo	1.80
Baraga	1.80	Iosco	1.80	Oakland	1.80
Barry	1.80	Iron	1.80	Oceana	1.80
Bay	1.80	Isabella	1.80	Ogemaw	1.80
Benzie	1.80	Jackson	1.80	Ontonagon	1.80
Berrien	1.80	Kalamazoo	1.80	Osceola	1.80
Branch	1.80	Kalkaska	1.80	Oscoda	1.80
Calhoun	1.80	Kent	1.80	Otsego	1.80
Cass	1.80	Keweenaw	1.80	Ottawa	1.80
Charlevoix	1.80	Lake	1.80	Presque Isle	1.80
Cheboygan	1.80	Lapeer	1.80	Roscommon	1.80
Chippewa	1.80	Leelanau	1.80	Saginaw	1.80
Clare	1.80	Lenawee	1.80	St. Clair	1.80
Clinton	1.80	Livingston	1.80	St. Joseph	1.80
Crawford	1.80	Luce	1.90	Sanilac	1.80
Delta	1.60	Mackinac	1.80	Schoolcraft	1.80
Dickinson	1.80	Macomb	1.80	Shiawassee	1.80
Eaton	1.80	Manistee	1.80	Tuscola	1.80
Emmet	1.80	Marquette	2.40	Van Buren	1.80
Genesee	1.80	Mason	1.80	Washtenaw	1.80
Gladwin	1.80	Mecosta	1.80	Wayne	1.80
Gogebic	1.80	Menominee	1.80	Wexford	1.80
Gr. Traversel	1.80	Midland	1.80		

Michigan

(18) Liming Materials (Continued)

(c) One cubic yard of marl.

<u>County</u>	<u>Rate</u>	<u>County</u>	<u>Rate</u>	<u>County</u>	<u>Rate</u>
Alcona	\$1.10	Gratiot	\$ 0.90	Missaukee	\$0.90
Alger	1.40	Hillsdale	0.90	Monroe	1.00
Allegan	0.90	Houghton	1.40	Montcalm	0.90
Alpena	1.00	Huron	1.00	Montmorency	0.90
Antrim	0.90	Ingham	1.40	Muskegon	0.90
Arenac	1.40	Ionia	1.00	Newaygo	0.90
Baraga	1.40	Iosco	1.00	Oakland	1.10
Barry	0.90	Iron	1.40	Oceana	0.90
Bay	1.00	Isabella	0.90	Ogemaw	0.90
Benzie	0.90	Jackson	1.10	Ontonagon	1.40
Berrien	1.10	Kalamazoo	0.90	Osceola	0.90
Branch	0.90	Kalkaska	0.90	Oscoda	1.10
Calhoun	0.90	Kent	1.00	Otsego	1.10
Cass	1.00	Keweenaw	1.40	Ottawa	0.90
Charlevoix	0.90	Lake	1.00	Presque Isle	1.00
Cheboygan	1.00	Lapeer	0.90	Roscommon	1.10
Chippewa	1.40	Leelanau	0.80	Saginaw	0.90
Clare	0.90	Lenawee	0.90	St. Clair	1.00
Clinton	0.80	Livingston	1.10	St. Joseph	0.90
Crawford	1.10	Luce	1.40	Sanilac	1.00
Delta	1.40	MacKinae	1.40	Schoolcraft	1.40
Dickinson	1.40	Macomb	1.00	Shiawassee	0.90
Eaton	1.00	Manistee	1.00	Tuscola	1.00
Emmet	1.00	Marquette	1.40	Van Buren	1.00
Genesee	0.90	Mason	1.00	Washtenaw	1.10
Gladwin	0.90	Meosota	0.90	Wayne	1.00
Gogebic	1.40	Menominee	1.40	Wexford	0.90
Gr. Traverse	0.90	Midland	0.90		

(d) One cubic yard of sugarbeet refuse lime.

<u>County</u>	<u>Rate</u>	<u>County</u>	<u>Rate</u>	<u>County</u>	<u>Rate</u>
Alcona	\$1.20	Chippewa	\$1.20	Ingham	\$1.00
Alger	1.20	Clare	1.20	Ionia	1.20
Allegan	1.20	Clinton	1.00	Iosco	1.20
Alpena	1.20	Crawford	1.20	Iron	1.20
Antrim	1.20	Delta	1.20	Isabella	1.10
Arenac	1.20	Dickinson	1.20	Jackson	1.20
Baraga	1.20	Eaton	1.00	Kalamazoo	1.20
Barry	1.20	Emmet	1.20	Kalkaska	1.20
Bay	0.80	Genesee	1.10	Kent	1.60
Benzie	1.20	Gladwin	1.20	Keweenaw	1.20
Berrien	1.20	Gogebic	1.20	Lake	1.20
Branch	1.20	Gr. Traverse	1.20	Lapeer	1.20
Calhoun	1.20	Gratiot	0.70	Leelanau	1.20
Cass	1.20	Hillsdale	1.20	Lenawee	1.20
Charlevoix	1.20	Houghton	1.20	Livingston	1.20
Cheboygan	1.20	Huron	1.20	Luce	1.20

(18) Liming Materials (Continued)(d) One cubic yard of sugarbeet refuse lime -- (continued)

<u>County</u>	<u>Rate</u>	<u>County</u>	<u>Rate</u>	<u>County</u>	<u>Rate</u>
Mackinac	\$ 1.20	Muskegon	\$ 1.20	Saginaw	\$ 0.70
Macomb	1.20	Newaygo	1.20	St. Clair	1.20
Manistee	1.20	Oakland	1.20	St. Joseph	1.20
Marquette	1.20	Oceana	1.20	Sanilac	1.20
Mason	1.20	Ogemaw	1.20	Schoolcraft	1.20
Mecosta	1.00	Ontonagon	1.20	Shiawassee	0.90
Menominee	1.20	Osceola	1.20	Tuscola	0.90
Midland	0.90	Oscoda	1.20	Van Buren	1.20
Missaukee	1.20	Otsego	1.20	Washtenaw	1.20
Monroe	1.20	Ottawa	1.20	Wayne	1.20
Montcalm	0.80	Presque Isle	1.20	Wexford	1.20
Montmorency	1.20	Roscommon	1.20		

(e) One cubic yard of water-softening process lime.

<u>County</u>	<u>Rate</u>	<u>County</u>	<u>Rate</u>	<u>County</u>	<u>Rate</u>
Alcona	\$1.20	Gratiot	\$ 0.70	Missaukee	\$1.20
Alger	1.20	Hillsdale	1.20	Monroe	1.20
Allegan	1.20	Houghton	1.20	Montcalm	0.80
Alpena	1.20	Huron	1.20	Montmorency	1.20
Antrim	1.20	Ingham	1.00	Muskegon	1.20
Arenac	1.20	Ionia	1.20	Newaygo	1.20
Baraga	1.20	Iosco	1.20	Oakland	1.20
Barry	1.20	Iron	1.20	Oceana	1.20
Bay	0.80	Isabella	1.10	Ogemaw	1.20
Benzie	1.20	Jackson	1.20	Ontonagon	1.20
Berrien	1.20	Kalamazoo	1.20	Osceola	1.20
Branch	1.20	Kalkaska	1.20	Oscoda	1.20
Calhoun	1.20	Kent	1.60	Otsego	1.20
Cass	1.20	Keweenaw	1.20	Ottawa	1.20
Charlevoix	1.20	Lake	1.20	Presque Isle	1.20
Cheboygan	1.20	Lapeer	1.20	Roscommon	1.20
Chippewa	1.20	Leelanau	1.20	Saginaw	0.70
Clare	1.20	Lenawee	1.20	St. Clair	1.20
Clinton	1.00	Livingston	1.20	St. Joseph	1.20
Crawford	1.20	Luce	1.20	Sanilac	1.20
Delta	1.20	Mackinac	1.20	Schoolcraft	1.20
Dickinson	1.20	Macomb	1.20	Shiawassee	0.90
Eaton	1.00	Manistee	1.20	Tuscola	0.90
Emmet	1.20	Marquette	1.20	Van Buren	1.20
Genesee	1.10	Mason	1.20	Washtenaw	1.20
Gladwin	1.20	Mecosta	1.00	Wayne	1.20
Gogebic	1.20	Menominee	1.20	Wexford	1.20
Gr. Traverse	1.20	Midland	0.90		

Michigan

(18) Liming Materials (Continued)

(f) One cubic yard of paper-mill refuse lime.

<u>County</u>	<u>Rate</u>	<u>County</u>	<u>Rate</u>	<u>County</u>	<u>Rate</u>
Alcona	\$1.00	Gratiot	\$ 1.00	Missaukee	\$ 1.00
Alger	1.00	Hillsdale	1.00	Monroe	1.00
Allegan	1.00	Houghton	1.00	Montcalm	1.00
Alpena	1.00	Huron	1.00	Montmorency	1.00
Antrim	1.00	Ingham	1.00	Muskegon	1.10
Arenac	1.00	Ionia	1.00	Newaygo	1.00
Baraga	1.00	Iosco	1.00	Oakland	1.00
Benzie	1.00	Iron	1.00	Oceana	1.00
Berrien	1.00	Isabella	1.00	Ogemaw	1.00
Branch	1.00	Jackson	1.00	Ontonagon	1.00
Calhoun	1.00	Kalamazoo	1.00	Osceola	1.00
Cass	1.00	Kalkaska	0.90	Oscoda	1.00
Charlevoix	1.00	Kent	1.00	Otsego	1.00
Cheboygan	1.00	Keweenaw	1.00	Ottawa	1.10
Chippewa	1.00	Lake	1.20	Presque Isle	1.00
Clare	1.00	Lapeer	1.00	Roscommon	1.00
Clinton	1.00	Leelanau	1.00	Saginaw	1.00
Crawford	1.00	Lenawee	1.00	St. Clair	1.00
Delta	1.00	Livingston	1.00	St. Joseph	1.00
Dickinson	1.00	Luce	1.00	Sanilac	1.00
Eaton	1.00	Mackinac	1.00	Schoolcraft	1.00
Emmet	1.00	Macomb	1.00	Shiawassee	1.00
Genesee	1.00	Manistee	1.00	Tuscola	1.00
Gladwin	1.00	Marquette	1.00	Van Buren	1.00
Gogebic	1.00	Mason	1.20	Washtenaw	1.00
Gr. Traverse	1.00	Mecosta	1.00	Wayne	1.00
		Menominee	1.00	Wexford	1.00
		Midland	1.00		

(g) One ton of hydrated lime. \$4.00 per ton.

CUT-OVER AREA PRACTICES

The cut-over area includes the following counties: Alcona, Alger, Alpena, Antrim, Arenac, Baraga, Benzie, Charlevoix, Cheboygan, Chippewa, Clare, Crawford, Delta, Dickinson, Emmet, Gladwin, Gogebic, Grand Traverse, Houghton, Iron, Iosco, Kalkaska, Keweenaw, Lake, Leelanau, Luce, Mackinac, Manistee, Marquette, Mason, Menominee, Midland, Missaukee, Montmorency, Mecosta, Muskegon, Newaygo, Oscoda, Otsego, Oceana, Ogemaw, Osceola, Ontonagon, Presque Isle, Roscommon, Schoolcraft, and Wexford.

Michigan

(19) Clearing Farm Land Now Unsuted for Tillage, on Farms with Less than 60 Acres of Cropland. All loose stone, stumps, underbrush, and forest tree growth must be removed and hummocks leveled. No credit will be given for clearing land which is now supporting a stand of merchantable timber. Prior approval by the county committee must be obtained in all cases. However, approval must not be given where it is clear that water erosion hazards will result or where the soils of the land to be cleared are not equal to or superior to the soils now under cultivation on the farm. Land on which it appears that it would be necessary to remove stones annually in large quantities should not receive the approval of the committee. Land which must be drained before being put into cultivation must not be approved unless the county committee is assured that adequate draining facilities will be provided by the farmer before the end of the program year.

\$10.00 per acre.

(20) Improving Pastures. With prior approval of the county committee, improvement of noncrop open pasture land which the county committee determines will, when improved, be capable of carrying at least one animal unit for each two acres during a pasture season of at least 4 months. Improvement shall include uprooting and removal of shrubs, leveling hummocks, carrying out an adequate system of mowing, and removing loose stones. Payment will not be made unless sufficient liming materials, fertilizers, and seed, where needed, are applied to obtain a good stand.

\$5.00 per acre.

D. Conservation Materials. Any farmer who intends to participate in the Agricultural Conservation Program and who is not indebted for conservation materials furnished under a previous program may, upon his request, be furnished conservation materials in lieu of part or all of his payment.

- (1) Amount of Materials. The total value of the materials furnished to any person shall not exceed the payment which the county committee believes will be earned by such person by the performance of regular practices, minus the amount of such payment which has been assigned, and the amount of such person's indebtedness appearing in the register of indebtedness.
- (2) Kinds of Materials. A producer may be furnished more than one kind of material, provided the total value of the materials furnished is not in excess of the limitations set forth in this section.
- (3) All Materials Farms. The filing of an application for payment will not be required for any farm with respect to which the maximum payment for regular practices, without including the small payment increase, is not in excess of \$40.00, provided:
 - (a) No person who has an interest in the payment for the farm has assigned his payment or is indebted to the United States as indicated by the register of indebtedness.
 - (b) The request for materials indicates that the materials are to be furnished in lieu of all payment on the farm.

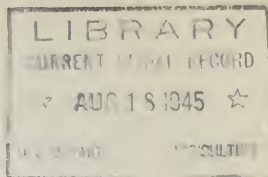
Michigan

- (c) The materials furnished are not misused.
 - (d) No claim will be made by the producer for payment for the performance of any special practice.
- (4) Deductions for Materials. Wherever materials are furnished, a deduction shall be made in an amount determined by the Agricultural Adjustment Agency. If the producer misuses any such material, an additional deduction for the material misused, equal to the amount of the original deduction for the material, shall be made. The deduction for materials shall be made from any payment to the person who obtained the materials, but if the amount of the materials exceeds the amount of payment for the producer, the amount of the difference shall be paid by the producer to the War Food Administration.
- E. Definitions.
- (1) Farms. Farm means all adjacent or nearby farm land under the same ownership which is operated by one person, including also:
 - (a) Any other adjacent or nearby farm land which the county committee, in accordance with instructions issued by the Agricultural Adjustment Agency, determines is operated by the same person as part of the same unit with respect to the rotation of crops and with work-stock, farm machinery, and labor substantially separate from that for any other lands; and
 - (b) Any field-rented tract (whether operated by the same or another person) which, together with any other land included in the farm, constitutes a unit with respect to the rotation of crops.
 - (c) A farm shall be regarded as located in the county in which the principal dwelling is situated, or if there is no dwelling thereon, it shall be regarded as located in the county in which the major portion of the farm is located.
 - (2) Cropland. Cropland means farm land which in 1943 was tilled or was in regular rotation, excluding any land which constitutes, or will constitute if such tillage is continued, a wind-erosion hazard to the community, and excluding also, any land in commercial orchards.
 - (3) Commercial Orchards. Commercial orchards means the acreage on the farm in planted or cultivated fruit trees, nut trees, vineyards, hops, or bush fruits (excluding nonbearing orchards and vineyards), from which the major portion of the production is normally sold.
 - (4) Person. Person means an individual, partnership, association, corporation, estate, or trust, or other business enterprise or other legal entity, and, wherever applicable, a State, a political subdivision of a State, or any agency thereof.
 - (5) Producer. Producer means any person who as landlord, tenant, or share-cropper, participates in the operation of a farm.

WAR FOOD ADMINISTRATION
Agricultural Adjustment Agency
Washington, D. C.

1944 PRODUCTION-CONSERVATION PROGRAM

COMMITTEEMAN'S HANDBOOK



The 1944 Farm Program is designed to assist the farmers of Minnesota to the fullest possible extent in making their contribution to the war effort, and in protecting their soils against damage from erosion and loss of fertility.

The county committee, with the approval of the State committee, may designate those practices which will be approved for payment in the county in order that the farm allowance will be used most effectively to bring about increased production and conservation, or the county committee may specify for any group of farms a proportion of the farm allowance which may be earned only by carrying out certain designated practices which are badly needed.

A. Production-Conservation Practice Allowance. The practice allowance is the maximum amount of payment that may be made for carrying out approved production-conservation practices on the farm.

- (1) The allowance for the following special practices shall be the extent of such practices times the approved rates: Contouring, Intertilled Crops, Contour Seeding, Establishing Contour Strip-cropping, Field Stripcropping to Control Water Erosion, Field Stripcropping to Control Wind Erosion, and Establishing Sod Waterways.
- (2) The allowance for regular practices shall be the sum of the following, or \$20.00, whichever is greater:
 - (a) 55 cents times the acreage classified as cropland.
 - (b) The county rate per acre for noncrop open pasture times the acreage classified as noncrop open pasture.
 - (c) 55 cents times the acreage classified as commercial orchards.

B. Division of Practice Payments. The payment earned in carrying out production practices shall be paid to the producer who carried out such practices. If more than one producer contributes to the carrying out of practices, the payment shall be divided in the proportion that the county committee determines the producer contributed to carrying out of the practices. In making this determination, the county committee shall take into consideration the value of the labor, equipment, or material contributed by each producer toward carrying out each practice on a particular acreage, assuming that each contributed equally, unless it is determined to the satisfaction of the county committee that their respective contributions were not equal.

C. Production-Conservation Practices. The practices available for 1944 are those which are most needed in order to conserve and improve soil fertility, improve pasture land, prevent wind and water erosion, promote conservation and better utilization of water, and increase the production of agricultural commodities required in the war effort. Assistance will be available through the production practice allowance for carrying out the following practices during the program year January 1, 1944, through December 31, 1944. To qualify for payment, each practice must be carried out in accordance with the specifications for that practice and be in keeping with good farming practices for the locality.

The total extent of any practice performed shall be reduced, for purposes of payment, by not less than the percentage of the total cost of the practice which the county committee determines was furnished by a State or Federal agency, excluding costs represented by materials or services furnished by the AAA, equipment furnished by the Soil Conservation Service, or materials or services furnished by a State or political subdivision of a State or agency thereof to another agency of the same State, or other costs designated by the Chief of the AAA.

All special practices listed under this section are designated by asterisks(**). Practices not designated as special practices will be considered as regular practices.

Minnesota

(1) **Contouring Intertilled Crops. Contour farming of intertilled crops, provided the crop stubble is left standing or a good stand of a winter cover crop is obtained. Credit will not be given for this practice on land which has a slope of less than 2 percent. If there is danger of erosion in waterways, such waterways must be permanently established in sod. No credit will be given for this practice for any acreage qualifying under the Contour Strip-cropping Practice.

\$1.50 per acre.

(2) **Contour Seeding. Contour seeding, by drilling, of small grain crops, sorghums, millet, and soybeans. Credit will not be given for this practice on land which has a slope of less than 2 percent. If there is danger of erosion in waterways, such waterways must be permanently established in sod. No credit will be given for this practice for any acreage qualifying under the Contour Stripcropping Practice.

\$0.50 per acre.

(3) **Establishing Contour Stripcropping. By growing alternate strips of intertilled crops with sown, close-drilled, or sod crops, on the contour, provided: (1) the strips are approximately the same width; (2) the strips are not less than 3 rods nor more than 9 rods in width; and (3) the crop stubble is left standing or a good stand of a winter cover crop is obtained. No credit will be given for this practice for any acreage qualifying under the practice for Contouring Intertilled Crops, or for Contour Seeding. Buffer strips less than 3 rods in width may be used if necessary.

\$2.50 per acre.

(4) Maintaining Contour Stripcropping. Maintaining contour stripcropping previously established, by growing alternate strips of intertilled crops with sown, close-drilled, or sod crops, on the contour, provided: (1) the strips are approximately the same width; (2) the strips are not less than 3 rods nor more than 9 rods in width; and (3) the crop stubble is left standing or a good stand of a winter cover crop is obtained. When in the normal course of crop rotation it is necessary to have two adjacent strips of sown, close-drilled, or sod crops, payment will be made for the entire field. No credit will be given for this practice for any acreage qualifying under the practice for Contouring Intertilled Crops, or for Contour Seeding. Buffer strips less than 3 rods in width may be used if necessary.

\$1.00 per acre.

(5) **Field Stripcropping to Control Wind Erosion. By growing alternate strips of intertilled crops with sown, close-drilled, or sod crops, provided: (1) the strips are approximately parallel and are laid out at right angles to the prevailing winds or in a continuous "S" so that winds cannot blow parallel to the rows of crops; (2) the strips are not less than 3 rods nor more than 20 rods in width; and (3) the crop stubble is left standing or a good stand of a winter cover crop is obtained. Buffer strips less than 3 rods in width may be used if necessary.

\$0.75 per acre.

Minnesota

(6) **Field Stripcropping to Control Water Erosion. By growing alternate strips of intertilled crops with sown, close-drilled, or sod crops, provided: (1) the strips are approximately parallel and are laid out across the general slope; (2) the strips are approximately the same width; (3) the strips are not less than 3 rods nor more than 9 rods in width; and (4) the crop stubble is left standing or a good stand of a winter cover crop is obtained. Buffer strips less than 3 rods in width may be used if necessary. No credit will be given for this practice on land which has a slope of less than 2 percent.

\$0.75 per acre.

(7) Standard Terraces. Construction of standard terraces for which proper outlets are provided. The terraces should be constructed to conform with specifications for standard terraces for the area as recommended by the Soil Conservation Service.

\$1.00 per 100 lin. ft.

(8) **Establishing Sod Waterways. Establishing a permanent sod waterway on any cropland where a permanent vegetative cover is necessary in a waterway channel or terrace outlet, or in cultivated orchards. The channel of the waterway must be sufficiently wide to carry the run-off from the drainage area and must be at least one rod in width. The channel must contain perennial grasses, and a good vegetative growth must be obtained.

\$0.75 per 1,000 sq. ft.

(9) Maintaining Sod Waterways. Maintaining an established sod waterway at least one rod wide in a field which is devoted to intertilled crops, by lifting the plow when the waterway is crossed, mowing, removing all loose clippings, sodding or reseeding breaks in the sod, protecting from damage by livestock, and by use of other practices necessary to maintain a good vegetative cover. No credit will be given for this practice for any waterway for which credit is given under practice (8).

\$0.25 per 1,000 sq. ft.

(10) Seeding of Depleted Pasture on Land Designated as Noncrop Open Pasture.

(a) Seedings consisting solely of timothy, red top, sweet clover, or a mixture of such crops.

\$0.10 per lb.

(b) Seedings consisting of adapted pasture grasses, perennial or biennial legumes (except sweet clover), or approved pasture mixtures.

\$0.25 per lb.

(11) Mowing. Mowing weeds on noncrop open pasture land a sufficient number of times during the growing season to prevent weed seed formation and improve the stand of grasses or legumes, and by carrying out such other pasture improvement practices as the county committee may require. No hay or seed crop may be taken from the acreage.

\$0.50 per mowing per acre.

Minnesota

(12) Green Manure Crops. Disking or plowing under a good stand and a good growth of the following: Alsike or red clover seeded in 1943, sweet clover, or buckwheat. If the land is subject to erosion and the green manure is plowed down in the fall, the green manure crop must be followed by a winter cover crop.

\$1.50 per acre

(13) Winter Cover Crops. Establishing a winter cover crop by seeding winter rye after a 1944 intertilled crop. The cover crop shall be seeded early enough to obtain protective cover.

\$1.50 per acre.

(14) Protected Summer Fallow. Protecting summer fallowed acreage from wind and water erosion by contour listing, pit cultivation, contour cultivation with a shovel-type implement, cultivation with a rod weeder, or any other implement approved by the county committee, incorporating stubble and straw into the soil. In approval of this practice for payment, the county committee shall consider, on the basis of fallow operations most successfully used in the area, (a) whether the cultivations were started in reasonably good time, and (b) whether the cultivations were continued through the season in a manner that prevented weed growth and secured a maximum amount of moisture conservation. No credit will be given for this practice for any acreage qualifying under the practices for stripcropping. No credit will be given for this practice if the acreage to be summer fallowed has been burned.

\$1.25 per acre.

(15) Farm Ditches. With prior approval of the county committee, construction or cleaning out of farm ditches, including lateral and lead ditches, for which proper outlets are provided, and adequate provision is made for entrance of water into and out of the ditches. The ditches must have adequate capacity to remove the normal excess surface water.

\$0.08 per cu. yd. of material moved, but not in excess of \$3.00 per 100 lin. ft.

(16) Excavation of Ditches for Tile Drainage. With prior approval of the county committee, excavation for the purpose of installation of tile drains, provided the size of tile, outlets, and gradient meets the specifications for standard drainage procedure as recommended by the Department of Agriculture; not less than 75 percent of the area to be drained is cropland; and no part of the tile lines is to be used for any other purpose than the draining of agricultural land.

\$0.40 per rod.

(17) Harvesting Hayseed. Harvesting for seed an acreage of alfalfa, red clover, alsike, sweet clover, bromegrass, Reed's canary grass, white clover, and wheat grasses. Credit will not be given for more than 25 acres per farm.

\$3.50 per acre.

Minnesota

(18) Weed Control. With prior approval of the county committee, eradication or effective control of seriously infested plots of approved perennial noxious weeds.

In all counties, Canadian thistle, creeping Jenny, bindweed, Australian field cress, perennial sow thistle, leafy spurge, perennial pepper grass, and Russian knapweed.

Flowering catchfly will qualify only in the following counties: Becker, Beltrami, Clearwater, East Otter Tail, East Polk, Hubbard, Itasca, Koochiching, Lake of the Woods, Mahnomen, Marshall, North St. Louis, South St. Louis, Pennington, Red Lake, Roseau, and Wadena.

Hoary alyssum will qualify only in the following counties: Anoka, Becker, Beltrami, Cass, Clearwater, Douglas, East Otter Tail, West Otter Tail, East Polk, Grant, Hubbard, Itasca, Koochiching, Lake of the Woods, Mahnomen, Marshall, North St. Louis, South St. Louis, Pennington, Red Lake, Roseau, Todd, and Wadena.

Quack grass will qualify in all counties except: Becker, Big Stone, Blue Earth, Brown, Chippewa, Clay, Cottonwood, Douglas, Faribault, Grant, Jackson, Kittson, Lac qui Parle, Lincoln, Lyon, Mahnomen, Marshall, Martin, Murray, Nobles, Norman, Otter Tail, Pennington, Pipestone, Polk, Pope, Red Lake, Redwood, Rock, Roseau, Stevens, Swift, Traverse, Watonwan, Wilkin, and Yellow Medicine.

Payment for this practice may be approved only on farms where approved weed control measures are being carried out on all adjacent infested farms and contiguous land, where the infestation is limited to a single farm, or where the county committee determines that there is no likelihood of reinfestation from adjacent or contiguous land.

(a) By use of sodium chlorate or other chemicals, (except borax)
\$0.10 per pound.

(b) By use of borax
\$0.03 per pound.

(c) By clean tillage or mechanical burning (except quack grass).
\$10.00 per acre

(d) By clean tillage or mechanical burning of quack grass.
\$5.00 per acre

(19) Mulching Materials. Application in commercial orchards, in vineyards, on commercial vegetable land, on potato land, or on strawberries or other small fruits, of one ton, air-dry weight, of straw or equivalent mulching materials, excluding barnyard, stockyard, or stable manure.
\$4.00 per ton.

Minnesota

(20) Liming Materials. Application of the following materials:

- (a) One ton of ground limestone containing calcium and magnesium carbonate equivalent to not less than 80 percent of calcium carbonate. 90 percent of the ground limestone must pass through an 8-mesh sieve. If the ground limestone will not qualify with respect to either fineness or calcium carbonate content, or both, the county committee must require a correspondingly greater amount of material.

<u>County</u>	<u>Rate</u>	<u>County</u>	<u>Rate</u>	<u>County</u>	<u>Rate</u>
Aitkin	\$3.00	Itasca	\$3.00	Polk	\$3.50
Anoka	1.70	Jackson	3.00	Pope	3.00
Becker	3.50	Kanabec	2.50	Ramsey	2.00
Beltrami	3.50	Kandiyohi	3.00	Red Lake	3.50
Benton	2.50	Kittson	3.50	Redwood	3.00
Rig Stone	3.00	Koochiching	3.50	Renville	3.00
Blue Earth	2.50	Lac qui Parle	3.00	Rice	1.60
Brown	3.00	Lake	4.00	Rock	3.00
Carlton	3.00	Lake of Woods	3.50	Roseau	3.50
Carver	2.00	Le Sueur	2.00	Scott	2.00
Cass	3.00	Lincoln	3.00	Sherburne	2.20
Chippewa	3.00	Lyon	3.00	Sibley	2.50
Chisago	2.00	McLeod	2.50	South St. Louis	3.50
Clay	3.50	Mahnomen	3.50	Stearns	2.50
Clearwater	3.50	Marshall	3.50	Steele	1.50
Cook	4.00	Martin	2.40	Stevens	3.00
Cottonwood	3.00	Meeker	3.00	Swift	3.00
Crow Wing	3.00	Mille Lacs	2.50	Todd	3.00
Dakota	1.70	Morrison	3.00	Traverse	3.00
Dodge	1.50	Mower	1.50	Wabasha	1.70
Douglas	3.00	Murray	3.00	Wadena	3.00
Faribault	1.80	Nicollet	2.50	Waseca	2.00
Fillmore	1.50	Nobles	3.00	Washington	1.80
Freeborn	1.60	Norman	3.50	Watsonwan	3.00
Goodhue	1.60	North St. Louis	4.00	Wilkin	3.50
Grant	3.00	Olmsted	1.60	Winona	1.70
Hennepin	2.00	Otter Tail	3.50	Wright	2.50
Houston	1.50	Pennington	3.50	Yellow Medicine	3.00
Hubbard	3.50	Pine	2.50		
Isanti	2.00	Pipestone	3.00		

Minnesota

(20) Liming Materials (Continued)

(b) One cubic yard of marl.

<u>County</u>	<u>Rate</u>	<u>County</u>	<u>Rate</u>
Benton	\$1.00	Pine	\$1.40
Chisago	0.90	Sherburne	1.00
Crow Wing	1.40	Stearns	1.20
Isanti	1.00	Todd	1.20
Kanabec	1.40	Wright	1.20
Morrison	1.20		

(c) One cubic yard of water-softening process lime.

<u>County</u>	<u>Rate</u>	<u>County</u>	<u>Rate</u>	<u>County</u>	<u>Rate</u>
Aitkin	\$1.00	Itasca	\$1.00	Polk	\$1.00
Anoka	0.90	Jackson	1.00	Pope	1.00
Becker	1.00	Kanabec	1.00	Ramsey	1.00
Beltrami	1.00	Kandiyohi	1.00	Red Lake	1.00
Benton	1.00	Kittson	1.00	Redwood	1.00
Big Stone	1.00	Koochiching	1.00	Renville	1.00
Blue Earth	1.00	Lac qui Parle	1.00	Rice	0.90
Brown	1.00	Lake	1.00	Rock	1.00
Carlton	1.00	Lake of Woods	1.00	Roseau	1.00
Carver	1.00	Le Sueur	1.00	Scott	1.00
Cass	1.00	Lincoln	1.00	Sherburne	1.00
Chippewa	1.00	Lyon	1.00	Sibley	1.00
Chisago	1.00	McLeod	1.00	South St. Louis	1.00
Clay	1.00	Mahnomen	1.00	Stearns	1.00
Clearwater	1.00	Marshall	1.00	Steele	0.90
Cook	1.00	Martin	1.00	Stevens	1.00
Cottonwood	1.00	Meeker	1.00	Swift	1.00
Crow Wing	1.00	Mille Lacs	1.00	Todd	1.00
Dakota	0.90	Morrison	1.00	Traverse	1.00
Dodge	0.90	Mower	0.90	Wabasha	0.90
Douglas	1.00	Murray	1.00	Wadena	1.00
Faribault	0.90	Nicollet	1.00	Waseca	1.00
Fillmore	0.90	Nobles	1.00	Washington	0.90
Freeborn	0.90	Norman	1.00	Watson	1.00
Goodhue	0.90	North St. Louis	1.00	Wilkin	1.00
Grant	1.00	Olmsted	0.90	Winona	0.90
Hennepin	1.00	Otter Tail	1.00	Wright	1.00
Houston	0.90	Pennington	1.00	Yellow Medicine	1.00
Hubbard	1.00	Pine	1.00		
Isanti	1.00	Pipestone	1.00		

Minnesota

(20) Liming Materials (Continued)

(d) One cubic yard of paper-mill refuse lime.

<u>County</u>	<u>Rate</u>	<u>County</u>	<u>Rate</u>	<u>County</u>	<u>Rate</u>
Aitkin	\$1.20	Itasca	\$1.20	Polk	\$1.20
Anoka	1.00	Jackson	1.20	Pope	1.20
Becker	1.20	Kanabec	1.20	Ramsey	1.20
Beltrami	1.20	Kandiyohi	1.20	Red Lake	1.20
Benton	1.20	Kittson	1.20	Redwood	1.20
Big Stone	1.20	Koochiching	1.20	Renville	1.20
Blue Earth	1.20	Lac qui Parle	1.20	Rice	1.00
Brown	1.20	Lake	1.20	Rock	1.20
Carlton	1.20	Lake of Woods	1.20	Roseau	1.20
Carver	1.20	Le Sueur	1.20	Scott	1.20
Cass	1.20	Lincoln	1.20	Sherburne	1.20
Chippewa	1.20	Lyon	1.20	Sibley	1.20
Chisago	1.20	McLeod	1.20	South St. Louis	1.20
Clay	1.20	Mahnomen	1.20	Stearns	1.20
Clearwater	1.20	Marshall	1.20	Steele	1.00
Cook	1.20	Martin	1.20	Stevens	1.20
Cottonwood	1.20	Meeker	1.20	Swift	1.20
Crow Wing	1.20	Mille Lacs	1.20	Todd	1.20
Dakota	1.00	Morrison	1.20	Traverse	1.20
Dodge	1.00	Mower	1.00	Wabasha	1.00
Douglas	1.20	Murray	1.20	Wadena	1.20
Faribault	1.00	Nicollet	1.20	Waseca	1.20
Fillmore	1.00	Nobles	1.20	Washington	1.00
Freeborn	1.00	Norman	1.20	Watonwan	1.20
Goodhue	1.00	North St. Louis	1.20	Wilkin	1.20
Grant	1.20	Olmsted	1.00	Winona	1.00
Hennepin	1.20	Otter Tail	1.20	Wright	1.20
Houston	1.00	Pennington	1.20	Yellow Medicine	1.20
Hubbard	1.20	Pine	1.20		
Isanti	1.20	Pipestone	1.20		

(e) One ton of hydrated lime.

\$4.00 per ton.

(f) One ton of eggshells.

\$1.40 per ton.

Minnesota

(21) Fertilizers. Application of superphosphate, rock phosphate, or colloidal phosphate, when such material is applied (1) to old stands of biennial and perennial legumes, perennial grasses, or permanent pasture, provided the acreage on which such applications are made is not devoted to or cultivated for any other crop during the program year; (2) to new seedings of biennial or perennial legumes, perennial grasses, winter legumes, lespedeza, or permanent pasture (no credit will be given for materials furnished by the Agricultural Adjustment Agency applied to a seeding if wheat is used as a nurse crop); and (3) to green manure crops in orchards.

(a) Application of superphosphate.

\$5.75 per 100 lbs. of available $P_{2}O_{5}$.

(b) Application of rock phosphate or colloidal phosphate.

\$0.75 per 100 lbs.

(22) Gypsum. Application of 100 pounds of gypsum containing at least 18 percent sulphur (or its equivalent).

(a) In Clearwater, Itasca, and Koochiching Counties.

\$0.70

(b) In Lake of the Woods County.

\$0.80.

(c) In all other counties.

\$0.60.

CUT-OVER AREA PRACTICES

The cut-over area includes the following counties: Aitkin, Anoka, Becker, Beltrami, Benton, Carlton, Cass, Chisago, Clearwater, Crow Wing, Douglas, East Otter Tail, East Polk, Hubbard, Isanti, Itasca, Kanabec, Koochiching, Lake, Lake of the Woods, Mahnomon, Mille Lacs, Morrison, North St. Louis, South St. Louis, Pennington, Pine, Ramsey, Red Lake, Rouseau, Sherburne, Todd, and Wadena.

(23) Clearing Farm Land Now Unsuted for Tillage, on Farms with Less than 60 Acres of Cropland. All loose stone, stumps, underbrush, and forest tree growth must be removed and hummocks leveled. No credit will be given for clearing land which is now supporting a stand of merchantable timber. Prior approval by the county committee must be obtained in all cases. However, approval must not be given where it is clear that water erosion hazards will result or where the soils of the land to be cleared are not equal to or superior to the soils now under cultivation on the farm. Land on which it appears that it would be necessary to remove stones annually in large quantities should not receive the approval of the committee. Land which must be drained before being put into cultivation must not be approved unless the county committee is assured that adequate draining facilities will be provided by the farmer before the end of the program year.

\$10.00 per acre.

Minnesota

(24) Improving Pastures. With prior approval of the county committee, improvement of noncrop open pasture land which the county committee determines will, when improved, be capable of carrying at least one animal unit for each two acres during a pasture season of at least four months. Improvement shall include uprooting and removal of shrubs, leveling hummocks, carrying out an adequate system of mowing, and removing loose stones. Payment will not be made unless sufficient liming materials, fertilizers, and seed, where needed, are applied to obtain a good stand.

\$5.00 per acre.

D. Conservation Materials. Any farmer who intends to participate in the Agricultural Conservation Program and who is not indebted for conservation materials furnished under a previous program may, upon his request, be furnished conservation materials in lieu of part or all of his payment.

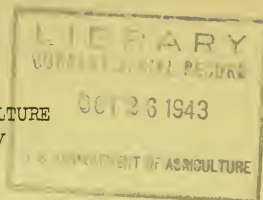
- (1) Amount of Materials. The total value of the materials furnished to any person shall not exceed the payment which the county committee believes will be earned by such person by the performance of regular practices, minus the amount of such payment which has been assigned, and the amount of such person's indebtedness appearing in the register of indebtedness.
- (2) Kinds of Materials. A producer may be furnished more than one kind of material, provided the total value of the materials furnished is not in excess of the limitations set forth in this section.
- (3) All Materials Farms. The filing of an application for payment will not be required for any farm with respect to which the maximum payment for regular practices, without including the small payment increase, is not in excess of \$40.00, provided:
 - (a) No person who has an interest in the payment for the farm has assigned his payment or is indebted to the United States as indicated by the register of indebtedness.
 - (b) The request for materials indicates that the materials are to be furnished in lieu of all payment on the farm.
 - (c) The materials furnished are not misused.
 - (d) No claim will be made by the producer for payment for the performance of any special practice.
- (4) Deductions for Materials. Wherever materials are furnished, a deduction shall be made in an amount determined by the Agricultural Adjustment Agency. If the producer misuses any such material, an additional deduction for the material misused, equal to the amount of the original deduction for the material, shall be made. The deduction for materials shall be made from any payment to the person who obtained the materials, but if the amount of the materials exceeds the amount of payment for the producer, the amount of the difference shall be paid by the producer to the War Food Administration.

E. Definitions.

- (1) Farms. Farm means all adjacent or nearby farm land under the same ownership which is operated by one person, including also:
 - (a) Any other adjacent or nearby farm land which the county committee, in accordance with instructions issued by the Agricultural Adjustment Agency, determines is operated by the same person as part of the same unit with respect to the rotation of crops and with work-stock, farm machinery, and labor substantially separate from that for any other lands; and
 - (b) Any field-rented tract (whether operated by the same or another person) which, together with any other land included in the farm, constitutes a unit with respect to the rotation of crops.
 - (c) A farm shall be regarded as located in the county in which the principal dwelling is situated, or if there is no dwelling thereon, it shall be regarded as located in the county in which the major portion of the farm is located.
- (2) Cropland. Cropland means farm land which in 1943 was tilled or was in regular rotation, excluding any land which constitutes, or will constitute if such tillage is continued, a wind-erosion hazard to the community, and excluding also, any land in commercial orchards.
- (3) Noncrop Open Pasture Land. Noncrop open pasture land means pasture land (other than rotation pasture land) on which the predominant growth is forage suitable for grazing and on which the number or grouping of any trees or shrubs is such that the land could not fairly be considered as woodland.
- (4) Commercial Orchards. Commercial orchards means the acreage on the farm in planted or cultivated fruit trees, nut trees, vineyards, hops, or bush fruits (excluding nonbearing orchards and vineyards), from which the major portion of the production is normally sold.
- (5) Person. Person means an individual, partnership, association, corporation, estate, or trust, or other business enterprise or other legal entity, and, wherever applicable, a State, a political subdivision of a State, or any agency thereof.
- (6) Producer. Producer means any person who as landlord, tenant, or share-cropper, participates in the operation of a farm.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency
Northeast Division



NER-811

1944 CONSERVATION MATERIALS AND SERVICES

LIMING MATERIAL

ISSUED

September 20, 1943

This bulletin is an attempt to bring all instructions regarding liming materials to be furnished under the 1944 Agricultural Conservation Program under one cover. It is intended for the use of State and county offices, and is not intended for general distribution.

State or county offices may reproduce sections of this bulletin for specific purposes and wider distribution. For example, separate sets of instructions may be reproduced for community committeemen, suppliers, consignees; etc.

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency
Northeast Division

1944 CONSERVATION MATERIALS AND SERVICES

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PART I

This bulletin contains general instructions for county and State offices relative to liming material to be furnished under the 1944 Agricultural Conservation Program. It contains the general regional policies and limitations governing the issuance of this material in all States. Any State committee, or any county committee with the approval of its State committee, may establish more restrictive limits if they so desire.

Operating instructions for community committeemen shall be prepared under the direction of each State office. If these instructions vary from this bulletin NER-811, three copies shall be forwarded promptly to the regional office for review and approval.

Section A. LIMING MATERIAL TO BE FURNISHED

I. Period. Orders for liming material may be accepted from farmers any time after the applicable instructions have been issued but not later than one month prior to the closing date established for the 1944 program in each State.

II. Eligibility. Liming material may be furnished to any person who is eligible to participate in the 1944 Agricultural Conservation Program and will use such material to carry out approved soil-building practices, except a person:

a. Whose name appears on the Register of Indebtedness. He will become eligible, however, upon discharge of the debt.

b. Whose request for such material or service is not approved by the county committee. No request shall be approved in excess of the amount which will be used consistent with good farming practice.

III. Amount. The maximum amount of liming material which may be furnished for use on any farm will be the amount which the county committee determines can be used consistent with good farming practice on the farm and determined as follows:

a. Minimum. Farmyard delivery orders for liming material must be at least two tons for bagged material and five tons for bulk.

b. Maximum. Each farm allowance will be determined in terms of tons of farmyard delivered liming material according to the plan developed by the State Committee to allocate the liming material available for distribution in their State.

c. Type of delivery. The following table will be used to convert the farm allowance of liming material to other than farmyard delivered standard ground limestone which is listed in Column 1.

1. Col. (1) includes farmyard delivery of
 - (a) Bagged ground limestone at least 90% of Standard
 - (b) Burned lump lime
2. Col. (2) includes farmyard delivery of
 - (a) Bagged ground limestone less than 90% Standard
 - (b) Bulk ground limestone at least 90% Standard
 - and (c) Bagged ground limestone at least 90% Standard delivered to sidings.
 - (d) Burned lump lime F.O.B. plant.
3. Col. (3) includes farmyard delivery of
 - (a) Bulk ground limestone less than 90% Standard
 - and (b) Material less than 90% Standard delivered to sidings in bags.
 - (c) Bagged material at least 90% Standard F.O.B. plant
4. Col. (4) includes all types of lining material furnished by AAA F.O.B. plant in bulk except burned lump or hydrated.
5. Col. (5) for farmyard delivery of hydrated lime delivered to farms in bags.

d. Small Payment Increase. Separate instructions will be issued outlining the procedure to be followed in computing and making the small payment increases available to participating farmers.

e. Cash Collections. No cash collections will be made from a farmer in connection with his order for material under the 1944 Program.

f. Spread Service. The service of spreading lime on fields can not be offered under the 1944 Program. If any farmer desires this service, he shall make the necessary arrangements and pay for it himself.

1944 LIMING MATERIAL CONVERSION TABLE - TONS

(1)	(2)	(3)	(4)	(5)	(1)	(2)	(3)	(4)	(5)
1	1	1	1	1	51	61	71	76	36
2	2	3	3	1	52	62	73	78	36
3	4	4	4	2	53	64	74	79	37
4	5	6	6	3	54	65	76	81	38
5	6	7	7	3	55	66	77	82	38
6	7	8	9	4	56	67	78	84	39
7	8	10	10	5	57	68	80	85	40
8	10	11	12	6	58	70	81	87	41
9	11	13	13	6	59	71	83	88	41
10	12	14	15	7	60	72	84	90	42
11	13	15	16	8	61	73	85	91	43
12	14	17	18	8	62	74	87	93	43
13	16	18	19	9	63	76	88	94	44
14	17	20	21	10	64	77	90	96	45
15	18	21	22	10	65	78	91	97	45
16	19	22	24	11	66	79	92	99	46
17	20	24	25	12	67	80	94	100	47
18	22	25	27	13	68	82	95	102	48
19	23	27	28	13	69	83	97	103	48
20	24	28	30	14	70	84	98	105	49
21	25	29	31	15	71	85	99	106	50
22	26	31	33	15	72	86	101	108	50
23	28	32	34	16	73	88	102	109	51
24	29	34	36	17	74	89	104	111	52
25	30	35	37	17	75	90	105	112	52
26	31	36	39	18	76	91	106	114	53
27	32	38	40	19	77	92	108	115	54
28	34	39	42	20	78	94	109	117	55
29	35	41	43	20	79	95	111	118	55
30	36	42	45	21	80	96	112	120	56
31	37	43	46	22	81	97	113	121	57
32	38	45	48	22	82	98	115	123	57
33	40	46	49	23	83	100	116	124	58
34	41	48	51	24	84	101	118	126	59
35	42	49	52	24	85	102	119	127	59
36	43	50	54	25	86	103	120	129	60
37	44	52	55	26	87	104	122	130	61
38	46	53	57	27	88	106	123	132	62
39	47	55	58	27	89	107	125	133	62
40	48	56	60	28	90	108	126	135	63
41	49	57	61	29	91	109	127	136	64
42	50	59	63	29	92	110	129	138	64
43	52	60	64	30	93	112	130	139	65
44	53	62	66	31	94	113	132	141	66
45	54	63	67	31	95	114	133	142	66
46	55	64	69	32	96	115	134	144	67
47	56	66	70	33	97	116	136	145	68
48	58	67	72	34	98	118	137	147	69
49	59	69	73	34	99	119	139	148	69
50	60	70	75	35	100	120	140	150	70

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Section B. AVAILABILITY OF LIMING MATERIAL

I. Invitations to bid on liming material will be issued and awards made by the Washington office. State offices will be furnished with copies of abstracts of all bids in their State and contracts which are applicable.

Section C. USE OF LIMING MATERIAL

I. Purposes for which material may be used. Liming material may be used to carry out an approved soil-building practice as determined by each respective State Committee and approved by the Agricultural Adjustment Agency.

II. Conditions under which material is furnished. It is the responsibility of each county committee to make sure that any person applying for liming material understands that this material is furnished for use under the conditions contained on the blue copy of form ACP-64, Revised August 1943.

Section D. PREPARATION OF FARMER'S ORDER

I. Preparation of Form ACP-64-FER. These instructions are on the basis of Form ACP-64 Revised August 1943, and anyone using another Form ACP-64 should adapt it to this Revision as nearly as possible. An ACP-64 should be prepared by an Agricultural Adjustment Agency committeeman or other representative for each type of liming material or delivery ordered as follows:

a. Enter in the space provided in the upper right-hand corner the State and county code numbers and the farm serial number. For example, John Jones' farm in Knox County, Maine, will be 11-007-123. Enter also the program year (1944) under which the material is being furnished.

b. Fill in Section I as follows:

1. Name of Applicant -- Print name. This must agree with the name under which this farm is enrolled.

2. Telephone -- Give telephone number and exchange on any orders where the farmer is to be notified of the arrival of his material.

3. Mail Address. Give the farmer's complete mail address.

c. Fill in Section II as follows:

1. Description of Material or Service. Enter here bag ground limestone, bulk ground limestone, burned lump lime, or any other type of liming material which is being requested.

- 5 T).
2. Quantity. Enter tons of lime (for example,
3. Columns 3, 4, 5 and 6. Make no entry in these columns.
4. Allowance. Enter the maximum tons of bag ground limestone delivered to the farm which may be furnished as conservation material to that farm in accordance with Section A item III. If material other than that included in Col. (1) of the table on Page 3 as defined in item "C, 1" on Page 2 is being ordered, enter in Col. 7 in parenthesis immediately below the previous entry, the maximum amount of that type available.

d. Fill in Section III being sure that the farmer will accept the material prior to the time specified and give a detailed description of the farm and its location in the case of farmyard delivery by either the supplier or consignee. In case of siding delivery give the name of the siding at which delivery will be accepted. (A county may ask for a second choice of siding if it is deemed advisable.) If the material is to be delivered from the siding to the farmyard by a person who has an agreement to perform the service with the county committee, both the name of the siding and the location of the farm will be entered in this section. Also the word "Or" which precedes the figure (2) will be changed to "And" in order to clearly distinguish between siding and farmyard delivery. The term "fall" or "spring" should be used to designate the time, and if desired, name the month preferred. Farmers must be informed that it is impossible to guarantee the date of delivery.

e. Give a brief description in Section IV of the practice to be performed, and acres to be covered. The description of the practice need not be any more complete than to list the practice number, shown in the approved State bulletin or may be as complete as required by the State or county committee.

f. In Section V enter the date and secure the applicant's signature (see Item K below for acceptable signatures).

g. In Section VI the person taking the order shall, if he approves it, enter his initials in the space provided. If he does not initial it he should submit in writing his reasons for not approving the order. In addition to approving the order, his initials will signify that the material furnished under the 1943 program has been used or will be used by the close of the program year in a manner consistent with the provisions of the program.

h. No entry should be made in Section VII.

i. The blue copy should be detached and given to the farmer.

j. The white copies of Form ACP-64 should be turned over to the county office at least once a week.

k. List of acceptable signatures.

<u>Name under which the farm is enrolled</u>	<u>Signature required in Sections IV and VI of ACP-64</u>
John Henry Doe	J. Doe, H. Doe, J. H. Doe, John Doe, Henry Doe, John H. Doe, J. Henry Doe, or John Henry Doe
Mrs. Vera Ann Adams Brown Bros.	Mrs. Vera A. Adams Brown Bros. by Joe Brown, a partner or Brown Bros. by Joe Brown, Agent
John Doe Estate	The estate of John Doe by Richard Roe, Executor Richard Roe, Executor of the estate of John Doe, deceased

PART II

Section A. RESPONSIBILITY OF ASSOCIATION TREASURER IN
CONNECTION WITH COLLECTIONS FOR CONSERVATION
MATERIALS

I. Receipt for collections. The treasurer will be responsible for the collection of all funds to cover any extraordinary charges in connection with the handling of the materials program. These include, but are not restricted to, demurrage charges and extra handling charges in connection with siding delivery. These will be reported and receipted for by representatives of the Association on Form ACP-93 and the treasurer will acknowledge receipt of the funds in the space provided. The original ACP-93 will be given to the farmer, and the first copy turned in to the treasurer with the money. He will receipt this copy in the space provided and file it with the duplicate deposit slip as provided in the Handbook.

II. Reporting Collections. The association treasurer will prepare duplicate deposit slips and deposit the monies which he has received in connection with conservation materials in the bank to the credit of the association within twenty-four hours or as soon thereafter as possible. The first copy of ACP-93 should be filed with the duplicate deposit slip as provided in the Handbook.

III. Incorrect cash collection. If the cash collected is too small to cover the farmer's share of the additional expense the treasurer will arrange to make an additional collection. If the cash collection is in excess of the farmer's share of the additional expense the treasurer will arrange to refund the excess collected in accordance with instructions contained in the Handbook.

Section B. COUNTY OFFICE PROCEDURE IN CONNECTION WITH MATERIALS

I. Each ACP-64 will be reviewed for accuracy as follows:

a. Verify each entry in the upper right-hand corner.

b. See that entries in Section II, Columns 1 and 2, are adequate to describe the type and quantity of liming material requested.

c. Check the entry in Column 7 with the Revised NED-100 series to determine that the farmer is eligible to receive the amount of material requested.

d. See that Section III is complete, particularly in case of farmyard delivery by either the supplier or consignee.

e. Check the use of the material in Section IV with the list of approved practices for the State.

f. Check signature with name of applicant which is printed in Section I. The applicant's name must be the same as the name under which the farm is enrolled. If they do not agree, a statement signed by the person taking the order must be submitted to the county office with the order authorizing them to change the name on their records to agree with that of the new enrollee. The statement may cover all of the orders being turned in at that particular time.

g. Initial the Form ACP-64 in the space provided if the order is approved.

II. Have the order signed by a member of the county committee in Section VI if it is approved. A county committee may designate a person in the county office to sign these requests for them, but the responsibility will remain with the county committee even though they do not actually sign the ACP-64.

III. Prepare NED-44 as shown below when ACP-64's have been received for material to be furnished during the same program year to be

supplied by any one contractor (1) in a reasonable amount for delivery to farmyards (at least a truckload) within any area at approximately the same time, or (2) for carload shipment of liming material (40 tons) to any one siding. A request for carload shipment should not exceed this figure by more than 10 tons, i.e., a single carload of liming material should not exceed 50 tons. NED-44's requesting more than these amounts should be in multiples of these figures. A set of Form NED-44 Revised, July 1943, consisting of an original and four copies will be prepared in the county office for each shipment, as follows: (These forms will not be ready at the beginning of the program year and until such time as they are, county offices will continue to use the forms now on hand and adapt them as nearly as possible to the revised form.) In the event that more than one set of Form NED-44 is used for a shipment it will not be necessary to complete the headings on the additional sets further than to list the Aaa number, the program year, State and county and the sheet number.

a. On the line below the words "Request for Shipment and Deliveries" enter in capital letters the type of material being ordered as shown on the Form ACP-64 which will be listed on the NED-44 (for example - Bulk Ground Limestone).

b. Assign an Aaa number to the shipment and enter it in the space provided. This number shall be determined as follows, and shall also be entered on each Form ACP-64 listed in the shipment.

1. Each county shall assign an Aaa number to Forms NED-44 prepared in its office. This Aaa number shall start with the next higher number than assigned under the 1943 Materials Program and progress arithmetically. If orders are being taken under both the 1943 and 1944 programs, the county office should estimate the number of 44's which will be prepared under the 1943 program and start the 1944 number series with such a number as will permit the 1943 series to be unbroken. Each number shall be preceded by the State and county code numbers of the State and county in which the Forms NED-44 are being prepared. For instance, the tenth set of Form NED-44 prepared in Franklin County, Massachusetts, would bear Aaa number 14-6-10. It is suggested that a number sheet Form NED-74 should be used in order to avoid duplicate numbers.

c. Enter in the space provided the program year for which the material is being furnished.

d. Enter name of State in the space provided.

e. Enter name of county in the space provided.

f. Type of delivery - Enter F.O.B. plant, siding, or farmyard, whichever is applicable.

g. Date desired - Enter name of month only.

h. Sheet number - Enter in the space provided number of sets of NED-44 comprising one request for shipment and the number of each set. (For example, if three sets of Form NED-44 are used for one Aaa number, the second set will be number 2 or 3.)

i. Consignee's name and address - This is required for siding delivery and for farmyard delivery when the consignee is employed by the association to deliver the material to farms. In case of F.O.B. plant delivery - enter name and location of plant at which material is desired.

j. Siding - The name of the railroad point to which the material will be delivered. In the event there are two or more sidings at this point, specify which siding is desired.

k. Enter in numerical sequence the serial number of each farm in Column 1.

l. Enter opposite his serial number the name of each farmer in Column 2.

When a farmer has submitted a request and his name has been entered on the NED-44, and the completing of the request is deferred to a later date, the farmer's name and related entries on all available copies of NED-44 will be lined through and a notation made opposite his name "Transferred to Aaa_____". The new Form NED-44 on which this transfer is entered should also be cross-referenced to the original from which the farmer was transferred by this entry after his name: "Transferred from Aaa_____".

m. Enter opposite the name of the farmer the amount of his request in Column 3 or 7. This will be taken from Section II, Column 2, of the ACP-64 signed by the farmer. Above the word "requested" in columns 3 and 7 type the word "tons."

n. Leave blank Columns 4 and 8 also the spaces provided for the bill of lading number, total amount delivered, and the other spaces provided for State office use.

o. Enter the total number of requests in the shipment, in the space provided. If more than one set of NED-44 is used for a shipment the grand totals should appear on the first set and the entries carried forward from succeeding pages should appear in parenthesis. (For example: If 10 names appear on the second set of Form NED-44 in the same shipment the number 10 will appear in parenthesis to the left of the total under Column 4.)

p. Enter the total amount and unit (tons) requested in the spaces provided. The entry brought forward from succeeding pages should be shown in parenthesis as in "o" above.

q. The person authorized by the county committee to sign the NED-44 shall sign and date the original. His signature will appear on the blue and yellow copies as a carbon signature.

r. Form NED-44 will be completed at a later date in accordance with Item XI of this section.

IV. Enter the quantity requested and Aaa number in the appropriate Columns of NED-100 Revised, before transmitting the requests to the State Office.

V. Distribution of NED-44 and ACP-64.

a. For all types of delivery.

1. Transmit the white original ACP-64 and all copies of NED-44 intact except the last (green) copy to the State Office.

2. File the county office copy of NED-44 in a special file pending State office approval.

VI. Cancellation of Individual Requests after NED-44 has been transmitted.

a. A new set of NED-44 should be prepared for each cancelled order and transmitted through the regular channels. The NED-44 should bear the same Aaa number as that under which the order was placed. Only the individual request or requests which are being cancelled, need to be listed. All the entries, name, serial number and amount of request, should be entered in their respective columns and a notice to the effect that this order is being cancelled, should be shown in a prominent position, preferably in capital letters if being typed, and opposite the preceding entries for the same farm. It is necessary that a complete set of NED-44 be prepared in order that there be sufficient copies to notify the State office and the supplier of the cancelation.

VII. Handling of Forms Returned by State Office Prior to Delivery of the Material.

a. County offices will proceed as follows in handling forms returned by the State Office.

1. Make corrections which have been made by the State office on the county office copy of NED-44. This form will be placed in a file pending delivery of the material.

2. Make any necessary changes on NED-100 Revised.

3. In the case of farmyard delivery, file the approved county office copy of form NED-44 in a folder pending further use.

4. In the case of siding delivery, file white copies of ACP-64 and the approved county office copy of NED-44 in a folder to be given to the consignee.

VIII. Siding Delivery of Conservation Material.

a. The county committee will designate a consignee to handle the unloading of shipments moving on Government Bill of Lading. In so far as practicable they will designate a person who is not otherwise employed by AAA to perform this service.

IX. Duties of the Consignee.

a. As soon as a shipment of material moves, the consignee will be forwarded the original (1058) and first copy (1058a) of the Government Bill of Lading. Upon receipt of these forms he shall notify the county office of the date the car was shipped.

b. When the consignee is notified by the freight agent, or knows that a carload of material has arrived, he should notify each farmer having material in the car that:

1. His material will be ready for distribution at _____ siding on _____ dates.

2. Failure to secure the material at the specified time will result in demurrage and handling charges for which he will be held responsible.

c. Papers needed by a consignee for unloading a car:

1. Original Government Bill of Lading

Form 1060.

2. Blank "Temporary Receipts" - Standard

3. Copy of NED-44 and related original Forms

ACP-64

Report" - Form ACP-67

4. Blank set of "Receiving and Inspection

d. The consignee shall not:

1. Sign or surrender the original bill of lading to freight agent prior to unloading the material. If this is requested, a Temporary Receipt, Form 1060, should be issued in duplicate. The original should be given to the freight agent and the duplicate retained by the consignee. If Form 1060 is not acceptable to him, telephone the state office giving

(a) Aaa number of shipment.

(b) Name of freight agent.

(c) Car number.

2. Accept car if a seal is broken without first notifying the freight agent.

e. The consignee shall:

1. When ready to start unloading the material, present the original bill of lading to the freight agent (not sign or surrender it) for identification.

2. Arrange with freight agent to reseal car at night, if unloading is expected to take more than one day.

3. Secure from the freight agent the date and number of the railroad way bill and the date and number of the delivery agent's freight bill. These must be recorded on Form ACP-67 in the spaces provided.

4. Under "Remarks" enter the bill of lading number. Complete all other items as indicated on Form ACP-67, except quantity received.

5. Proceed to car and record seal number in the spaces provided on Form ACP-67 with the notation "Shipper's seals" or "Carrier's seals", whichever is applicable.

6. Check the original bill of lading to see that the following information is noted. If it is not, the consignee shall complete the items:

- (a) Size of car ordered.
- (b) Size of car furnished.
- (c) Date furnished.
- (d) Car initials.
- (e) Car number.

7. If, on opening the car doors, any damage is apparent, notify the freight agent at once and also list the damage on Form ACP-67.

8. Deliver to each farmer the amount of material listed opposite his name on Form NED-44, secure his signature on the white copy of Form ACP-64 and enter the date of delivery in Column 4 of Form NED-44 opposite the farmer's name. The farmer's personal signature should be secured, except that the farmer's agent may accept delivery of the material. When this is done, the agent will show the name of the applicant and also write his own name, giving the capacity in which he is acting, such as wife, son, hired man, or agent. For example, John Jones, by Paul Jones, Son. (Note - A truckman may sign as agent for a farmer if the farmer has given him this authority, but never as truckman.)

9. In case of a small overage, arrange with some farmer who has not previously placed orders to the full extent of his allowance and wants the material to accept the excess material. If the overage is of such magnitude that it cannot be disposed of in this manner, contact the county office.

10. In case of a shortage, adjust some farmer's order by the amount of the shortage. The farmer may reorder this material if additional shipments are to be made into the locality. If this is done, the Forms ACP-64 and NED-44 should be clearly cross-referenced.

11. When all the material is unloaded, complete Form ACP-67 by inserting the quantity actually received, and in the remarks section show the form serial number, the name of the farmer and the amount by which his order as listed on NED-44 has been changed followed by the word shortage or overage whichever is applicable. In case of any shortage each item on the reverse side of this form must be completed in detail. The report must fix the responsibility for any shortage or damage on either the carrier or vendor, as provided in this Section, and the form must also be executed by a Notary Public, who has affixed his seal, or a Justice of the Peace.

(a) The responsibility for the shortage or damage will be that of the shipper whenever:

(1) The consignee's count or weight does not agree with that shown on the bill of lading (except losses resulting from bag damage) unless (1) no seals, or broken seals are on the car upon arrival at the destination, or (2) the numbers on the seals at the destination do not agree with those which the bill of lading indicates were on the car when it left the shipping point.

(2) A substantial number of bags are broken throughout the car and the condition of the bags generally is such that others break easily when being handled. This includes the cost of bags and bagging as well as the value of the material.

(3) A weight shortage is found in shipments made in open-top cars and no seals are involved, except when "shipper's load and count" is indicated or a carrier's weight slip for the correct amount is attached.

(b) The responsibility for freight on whatever material is not accounted for at the destination will be that of the carrier, who will also be responsible for damage or shortage of material whenever:

(1) The consignee's count or weight does not agree with that shown on the bill of lading and (1) no seals, or broken seals are on the car upon arrival at the destination, or (2) the numbers of the seals at the destination do not agree with those which the bill of lading indicates were on the car when it left the shipping point.

(2) A few bags are broken upon arrival at the destination in and around the doors, at the ends of the car, or on the bottom tier while the bags in general are intact and in good condition. This includes the cost of bags and bagging as well as the value of the material.

12. Execution and disposition of the Bill of Lading.

(a) Fill out consignee's Certificate of Delivery at the bottom of the original. If there is more than one carrier at the destination, make sure that the correct one is listed.

(b) Strike out the word "was" in "Delivery Service at Destination (was, was not) by Government".

(c) Actual weight received shall be shown as given in the body of the bill. This must be adjusted for any shortage or overage.

(d) The date of receipt of shipment shall be the date the car is placed and made available for unloading, not the date of notice of arrival.

(e) In the event of loss, damage, shortage or overage, a complete report of such condition should be made on the reverse side of the bill of lading. The consignee shall make sure that his name appears above his title.

(f) Surrender original to the carrier's agent and pick up Standard Form 1060 if one was previously issued. This 1060 should be destroyed at once, together with the copy retained by the consignee at time of issuance.

(g) Complete Form NED-44 by entering the date of delivery in Column 4 or 8 opposite the farmers name and the total amount delivered in the space provided.

(h) Mail NED-44's, receipted ACP-64's and all ACP-67's to the county office for transmission to the State office. This should be done within 24 hours after completion of unloading in order to prevent loss of discount. Failure to do this may result in fixing the responsibility for the loss of the discount on the consignee and a deduction of an equal amount from a subsequent payment due him.

(i) Retain the memorandum copy of the Bill of Lading. This copy should be completed just as the original copy, i.e., it will show any shortages, overages or damage to the shipment.

X. Special Instructions.

a. Lost Bill of Lading.

1. If the consignee is notified by the carrier of the arrival of a shipment prior to his receipt of the original bill of lading, a "Temporary Receipt", Standard Form 1061, will be furnished to the carrier's agent for property actually received. The State office should be notified at once that shipment number Aaa has been received, but that the original bill of lading has not. The State office will initiate a tracer in an attempt to find the lost bill of lading.

2. If the bill of lading cannot be found in a reasonable time, the State office will issue a certificate in lieu of the lost bill of lading, Standard Form 1060. This certificate will be routed through the same channels as the original bill of lading, and on receipt of the original copy by the consignee, he will execute the consignee's certificate of delivery and surrender this to the delivering carrier's agent, picking up the Temporary Receipt and destroying it.

3. Should the original bill of lading be located after notifying the State office to initiate a tracer, and prior to the issuance of a certificate in lieu of it, the State office should be advised of this fact immediately, in order that the tracer may be suspended. If, however, the original bill of lading is located, after issuance of the certificate in lieu of the lost bill of lading, the bill of lading should not be executed but a notation made on the face of it to the effect that a certificate in lieu thereof has been issued, and both the original and memorandum copies of the bill of lading should be forwarded to the Washington office through the State office with a letter of explanation.

4. If no part of a shipment is received at the destination and, if after checking through the State office, it has been determined that the shipment was lost, the local agent of the last carrier shall be notified in writing. The original unaccomplished bill of lading together with a copy of the notice to the freight agent will be forwarded through the State office to the Washington office.

b. Reconsignment and Diversion

A shipment may be reconsigned or diverted to a new consignee or another destination when the shipment is still in transit, or, if the shipment has arrived at its destination and has not yet been removed from the carrier's possession.

Carriers allow 24 hours free time in which to accomplish a reconsignment or diversion and action must therefore be taken promptly in order to avoid demurrage and storage charges.

If it becomes necessary because of error or other circumstances to divert a shipment from one destination to another, written instructions directing the reconsignment or diversion must be given the proper agent of the carrier who has physical charge of the shipment at the time. The State office directing a reconsignment or diversion of a shipment will communicate with the original consignee and secure the original bill of lading and note on the original bill of lading the following: "This shipment reconsigned to _____ on this bill of lading. No other bill of lading issued to cover haul from _____ to _____. Authority for reconsigning. (Signed) _____."

The original bill of lading endorsed as shown above should then be forwarded at once to the new consignee at the new destination.

In the event a reconsignment or diversion is instigated by a State office, a full written report of the transaction should be made at once to the Washington office.

XI. County office procedure after return of Forms ACP-64, ACP-67, and NED-44 by the consignee.

a. Correct their NED-100 Revised in accordance with the amounts shown in section VII of the white copies of ACP-64

after having verified that the entries on NED-44 agree with those on the ACP-64's. Corrections in Column 3 or 7 on NED-44 should be made by drawing a single line through the original entry and entering the amount actually received immediately above. The total amount delivered will also be verified.

b. Check the date of delivery shown on the ACP-64 to Column 4 or 8 of Form NED-44 which was returned by the consignee.

c. Transmit the white ACP-64's attached to the green copy of NED-44 together with the white, pink and blue copies of ACP-67 to the State office within 24 hours. In cases where an overage, shortage, or damage is being reported in a shipment by the consignee, the county office will determine that the Form ACP-67 has been properly completed.

d. File the completed county office copy of NED-44 and the yellow ACP-67 in the permanent file of Aaa numbers.

XII. Handling of Forms returned by the State office after the delivery of the material.

a. Siding delivery.

1. File white copies of ACP-64 in the farm folders.

2. Destroy green copy of NED-44 after verifying that all of the related ACP-64's have been returned.

b. Farmyard delivery.

1. Make any necessary corrections on the approved copy of NED-44 in the amount delivered and post the date of delivery in Column 4 or 8 as shown in Section VII of ACP-64.

2. Destroy the green copy of NED-44 at this time.

3. File the white copies of ACP-64 in the farm folders.

XIII. Correspondence With Suppliers.

County offices or personnel are not in a position to make definite decisions or commitments to a supplier, since most suppliers furnish material in more than one county. However, in cases where a State office has authorized communication between a county office and a supplier, two extra copies of all correspondence shall be transmitted to the State office, one of which will be forwarded to the regional office.

XIV Entries on ACP-8, 9 and 10 in connection with materials.

a. Entries on Forms ACP-9 and ACP-10.

1. Refunds. See refund procedure outlined on Pages 38 and 38a of the County Association Handbook.

2. Consignee. If a consignee is otherwise employed by the association and acts as consignee, his claim should be shown under the same title by which he is otherwise employed. The claim does not have to be identified by the Request for Shipment number. The rate of pay for such a person while serving as a consignee may not exceed the maximum approved rate for the title under which the claim is made.

If a consignee is not otherwise employed by the association, but is employed only for the purpose of acting as consignee, his claim should be submitted as a "Miscellaneous" claim on Form ACP-9 under the title of "Consignee". The rate of pay for such consignee may not exceed \$5.50 per day. Such a claim must be supported by a certified true copy of an invoice made out to the association and signed by the claimant showing the amount due, how the expense was incurred and the amount chargeable to each Request for Shipment number.

Notwithstanding any of the foregoing provisions, in areas approved in advance by the Regional Director, arrangements may be made whereby the duties of a consignee may be performed on a per ton basis but at a rate not to exceed 50 cents per ton. However the rate of pay in any one day shall not exceed \$7.00. If the tonnage involved multiplied by the rate per ton is in excess of \$7.00 for any one day the actual tonnage and approved rates should be listed in Columns 7 and 8 of the ACP-9 but the entry in Column 9 should be \$7.00. This figure will be supported by a statement that it is the maximum allowable. Such claims should be submitted under "Miscellaneous" on Forms ACP-9 and the invoices substantiating these claims should indicate the correct Request for Shipment numbers.

3. Laborers. If it becomes necessary for the association to engage laborers to assist consignees, then such claims should be shown under "Miscellaneous" on Forms ACP-9 at a rate not to exceed \$4.00 per day. These claims must be supported by true copies of invoices identified by the proper Request for Shipment number.

4. Extra Charges. Demurrage or extra charges should be paid by the persons responsible for the delay in unloading the shipment. In case there is a demurrage or extra charge properly payable by the association, then such claim should be shown under "Miscellaneous" on ACP-9 in the name of the claimant and should be accompanied by certified true copies of an invoice on which is shown the proper Aaa number.

Should there be an extra labor charge incident to the demurrage, such extra labor charge may be shown as a "Miscellaneous" claim on ACP-9 in the name of the claimant, and should be supported by true copies of an invoice identified by the correct Request for Shipment (Aaa) number.

b. Entries on ACP-8

1. Reporting Collections of Charges Paid by

Farmers.

In the event the demurrage or extra charge is paid by the association and later collected from the individual responsible for the charge, such collection must be reported as a collection in Line 1(c) of the first ACP-8 submitted by the association after such collection has been made. The collections reported in Line 1(c) of the ACP-8 must be supported by a statement signed by the treasurer, listing the man's name from whom the collection was made, the amount, the reason for the charge, and the Aaa number involved. The copies of the accounts that are sent to the Treasury, State office, Washington office and the one that remains in the county office should be accompanied by one of these statements.

XV. Transferring Material

a. This section provides instructions for: (1) Transferring material from one farmer to another within the same program year after the original farmer has receipted for the delivery of such material; (2) and from one program year to another to the same or a substitute farmer or farmers. County committees must understand, however, that it is clearly and definitely their responsibility to see that all material is finally used to carry out soil-building practices or that the proper entries are made on an application for payment which is filed showing, in the proper manner, that such material was not properly applied, or if no application is filed, that the proper payment is made to AAA by the farmer.

1. Transferring material within the program year.

If, prior to the closing date for carrying out soil-building practices for the program year under which the material is furnished, it is determined that the material furnished will, in all probability, not be properly used by the person to whom it was issued, such material may be transferred to one or more other farms or farmers in the following manner:

(a) Forms ACP-64 shall be executed and distributed in the usual manner for the new farmer or farmers to whom it is to be transferred. If the material is to be physically transferred from one farm to another, the county committee should try to have the new farmer agree to transfer the material to his farm at his own expense.

(b) Form NED-90 shall be prepared in duplicate by the county office and signed by a member of the county committee after he has satisfied himself that the new farmer is eligible to receive the material and that the transfer will be made in the best interests of the ACP-program. Items 1 and 2 of Form NED-90 will be completed by striking out the words which are in parentheses and do not apply. The original of this statement will be forwarded to the State office, and will be the authority of that office to change its records as indicated. When the Materials Unit has corrected its records, the NED-90 will be filed with the original NED-44 for that shipment. The copy of this form retained in the county office will be filed in the folder of the farmer from whom the transfer was made.

2. Material transferred from a preceding program year.

If, after the closing date for carrying out soil-building practices under the 1943 program year, it is determined that material furnished has not been used, such material may be transferred to the same or another farmer or farmers, under the 1944 Program as provided in (1) above except that the cash paid for association expenses by the original recipient will be declared to be in default.

(a) If the original recipient has been placed on the Register of Indebtedness by reason of an application for payment filed which indicates that material furnished was not used, and such material is later transferred, and the county committee desires that the original recipient be removed from the Register of Indebtedness, a supplemental application shall be prepared in the usual manner and accompanied by a statement signed by one or more members of the county committee, to the effect that the farmer should be removed from the Register for the reason that the county committee has taken the material back and reissued it to another farmer. It will not be necessary to name the new farmer in such statement. If the county committee determines that the additional payment, if any, computed and offset by the deduction for materials furnished on the original application should not be made to the applicant because of the transfer of the material, the supplemental

application should be submitted by the county committee without the signature of the applicant.

3. Handling charges incurred in connection with transferring material.

In those cases in which material is physically transferred from one farm to another and such transfer is not made by the new recipient of the material, the county committees are authorized to make such arrangements to accomplish the transfer as are necessary. While it will not be necessary to solicit bids to secure trucking, it is pointed out that officers and regular employees are not eligible to perform such trucking services and receive compensation therefor, and that expenses incurred in this connection should be kept as low as possible. Any claims incurred for such trucking should be shown as a miscellaneous claim on ACP-9 and the body of the invoice supporting such claim should be prepared as follows: "Hauling _____ tons of _____ from _____ farm to _____ farm under Aaa _____". Certified true copies of this invoice must accompany the account to substantiate the claim. In all other respects such claims shall be handled in accordance with standing instructions for miscellaneous claims.

PART III

Section A. SUPPLIERS' PROCEDURE

I. Responsibilities upon receipt of orders from State Offices.

a. Material to be delivered to farms or at plant.

1. The contractor will:

(a) Arrange to have the material delivered to the farmer in the manner specified upon presentation (but not surrender) by the farmer of his ACP-64.

(b) Upon delivery of the material to the farmer secure his signature or that of his authorized agent in the receipt section of the white ACP-64. The following signatures will be considered by this office to be acceptable signatures for the receipt section of ACP-64:

1. The personal signature of the applicant, or

2. If the applicant himself is not available, then his representative may execute the receipt section for him by writing the applicant's name in the proper space and immediately below it the word "by", the representative's signature, and his identification, such as wife, son, hired man, etc., in addition to his own signature. Truckman cannot sign the farmer's name or as truckman but may sign as agent for the farmer, if the farmer has given him this authority.

3. In the event that there are any farmers who requested material at a plant who have not picked up their material as called for on the individual Forms ACP-64 within 30 days after receipt of the Form NED-44 by the supplier, notify the State office of the names of such farmers. The State office shall then investigate these cases, taking what action it deems necessary, but in any event shall, within 15 days from date of notice by the supplier, give the supplier disposition of the case.

b. Material to be shipped to sidings.

1. The contractor will order a car, taking into consideration the type of material to be shipped and must not order a car above standard dimensions unless such cars are actually needed. It is important, therefore, that the size of the car ordered and the size of the car furnished be noted on the bill of lading in spaces provided for this information. The description of the property shipped will be entered on the bill of lading by the contractor and it will be incumbent upon him to classify material shipped in accordance with freight classifications in effect at that time on the basis of the cheapest commodity rate. In order to obtain the benefit of the lowest commercial rates, commercial names will be used corresponding to those shown in the "Consolidated Freight Classification".

c. Distribution of bills of lading.

1. When the car is loaded and sealed and ready for surrender to the initial carrier, the contractor will enter on the bill of lading (1) the size of the car ordered, (2) the size of the car furnished, (3) the initials of the car, and (4) the car number in the spaces provided for this information. He will then submit the Government Bill of Lading and all copies to the carrier's agent for execution. Upon execution by the carrier's agent, the contractor will surrender to the carrier the shipping order, Standard Form 1059, which is the salmon copy of the Speedi-Set, and will forward to the consignee the original and first Memorandum copy of the Government Bill of Lading. He will forward the copy marked

"Forward this copy to Audit Section, Agricultural Adjustment Agency, Washington, D. C." to Control Accounts and Audit Section, Agricultural Adjustment Agency, 1037 North High Street, Columbus, Ohio. All other copies will be forwarded to the State office which issued the bill of lading, except the fourth copy which is his file copy.

d. Weights of bulk material

1. Any supplier who is delivering material in bulk to the farm must leave the farmer a weight slip which has been signed by the person who weighed the load. This slip will give the gross weight of the truck and the material, the tare and the net weight of the material delivered.

II. BILLING PROCEDURE

a. All Lining Materials Suppliers will bill on Form NED-69. Although no space is provided it is requested that persons having more than one source of supply indicate in the space below the words "Contractor's Delivery Summary" the source from which the material listed on the form was secured. In the blank space above the words "Kind of Material" enter the Program Year, 1943 or 1944, whichever is applicable. This is shown on each Form ACP-64 and the NED-44.

1. Use of Form NED-69. A separate form will be prepared each week for each county and each Program Year for which the material was furnished. Suppliers should itemize on this form all ACP-64's by kind of material for farm or f.o.b. truck delivery and list Aaa numbers for f.o.b. car shipments. Suppliers should list Aaa numbers and farm serial numbers under each Aaa number numerically.

2. Instructions for Preparation of Form NED-69. In the heading of Form NED-69 should be entered the kind of material, i.e., bagged ground limestone, bulk burned lump lime, etc., except as provided in "4" below, the contract number, and the State and county supplied. No entry will be made by the contractor on the line in the upper right hand corner entitled "Bureau Voucher No."

In the columns immediately below the heading, enter from left to right, the following:

1. Column headed, "Aaa No." (in numerical order): the Aaa number shown on each Form ACP-64.

2. Column headed "Farm No. ": the farm serial number entered on the first line in the upper right hand corner of each Form ACP-64 (do not enter State and county code).

3. Column headed "Delivery Date": the date the material was delivered, as indicated by the date entered in the space provided in Section VII of Form ACP-64.

4. Columns headed "Tons Delivered" - Columns 1, 2, 3, and 4: the terms plant, farm, or abbreviations, should be inserted. Each supplier should only use one NED-69 per county per week unless he is furnishing more than four kinds of material or more than four types of delivery. If the space provided at the heading of the columns is not sufficient to describe the material fully, the code should be typed in the space under the number of the form. For example:

- Col. 1 - Plant, bagged ground limestone.
- Col. 2 - Farm, bagged ground limestone.
- Col. 3 - Farm, bulk burned lump lime.
- Col. 4 - Farm, bulk ground limestone

The number of tons of each kind of material for each type of delivery should be entered in the appropriate columns.

If delivery is made on Government Bill of Lading, enter in the column headed "Farm No." the word "car", and enter the number of tons under the column headed "plant" for the same kind of material if the price is the same. If the price of material f.o.b. truck and f.o.b. cars is different, two columns will have to be utilized if both types of delivery are being reported.

All tonnages listed in one column must be for the same unit cost.

5. In the lower part of Form NED-69, below the words "Total Delivered" enter the following:

a. Under "Tons" - Col. 1: the total of the entries in the columns headed "Tons delivered - Col. 1".

b. Under "Tons" - Col. 2: the total of the entries in the columns headed "Tons delivered - Col. 2".

c. Under "Tons" - Col. 3: the total of the entries in the columns headed "Tons delivered - Col. 3".

d. Under "Tons" - Col. 4: the total of the entries in the columns headed "Tons delivered - Col. 4".

e. Under "Unit Cost": the gross contract price per ton for each type of delivery.

f. Under "Total": the number of tons entered under "Tons" times the "Unit Cost" for each type of delivery.

g. On the line entitled "Total Cost": the total of the column headed "Total".

6. Each set should be numbered in the space provided in the lower right-hand corner indicating the individual sheet number and the total number of sets for each county. (For example, Sheet 2 will be labeled Sheet 2 of 3, if there are three sheets used for a particular week).

7. On the line in the lower right-hand corner, enter the date representing the end of the period covered by the Form NED-69. (Note: All ACP-64's included in the bill should bear a delivery date previous to the date shown on this line.)

8. In the indicated spaces in the lower left portion of Form NED-69 there should appear the name of the contractor, the signature of the contractor or his authorized agent, and his title, and the date the bill was prepared.

9. No entries are to be made by the contractor in the spaces on the last line of the form above the words "Approved for State Committee" and "Date".

b. Distribution of Form NED-69

1. Detach two copies, mail the balance to the State office with the related ACP-64's, mail the Washington office copy to the Conservation Materials and Services Unit, Northeast Division, Agricultural Adjustment Agency, Washington, D. C., and retain the copy labeled "Supplier's Copy". The supplier's copy is the pink sheet in each set and the Washington office copy is the green sheet. In some sets they are the last two copies and in others they are the first and last copies.

c. In cases where Form NED-69 is returned to the supplier by the State office for correction and the supplier prepares a new set of the form, he will write the word "Corrected" in the space below the amount of "Total Cost" on the Washington office copy only.

d. Prepare one form AD-105 each week for each State and transmit it to the State office with the related NED-69's. This form will show the contract number, name and address of the firm exactly as they appear on the contract. In the space for payee's account number enter such information as will assist in identifying the check when received.

Part IV

Section A. STATE OFFICE HANDLING OF REQUESTS FOR MATERIAL

I. Receiving

a. Verify that each set of Form NED-44 consists of an original and 3 copies, and that the county office has completed each item as required.

b. Verify that there is an original of each ACP-64 properly completed for each name listed on Form NED-44.

II. Audit

a. Each ACP-64 to determine that:

1. The Aaa number shown on the NED-44 has been assigned to each ACP-64.

2. The material requested will be used for an approved practice.

3. The signature of the applicant in Section V is acceptable.

4. The order has been initialed by the persons approving and checking the order and also that it has been signed in Section VI by a county committeeman or his authorized representative who has no interest in the order.

5. Verify that the name of the applicant does not appear on the latest revision of the Register of Indebtedness.

6. Verify that the amount requested does not exceed the maximum amount available.

b. Each NED-44 to see that:

1. The county has an allocation for that type of material large enough to fill the request.

2. Verify that the proper entries have been made in the headings of the form.

3. Verify that entries on NED-44 agree with those on the related ACP-64 or make the necessary corrections on Form NED-44. All corrections and changes shall be initialed by the person who makes them in the State office.

4. The NED-44 is dated and has been approved for the county committee.

III. Computing

a. Check each NED-44 to verify that:

1. The total number of requests is correct.
2. The total amount requested is correct.

IV. State office record of requests

a. Each State office will maintain currently by program year the following information concerning each request for shipment. The record of deliveries will be maintained by NED-69's rather than Aaa numbers. The information will be maintained on the visible index cards furnished by the Regional office. Separate cards will be maintained for each supplier in each county and for each type of material and each type of delivery. Items 8 through 13 will be completed from the contractor's weekly reports of deliveries. The posting should be made in pencil to facilitate corrections for any shortages reported by consignees on Form ACP-67 and also any deletions because the ACP-64 was returned by the State office for correction.

1. Complete each heading as indicated
2. Aaa number
3. Date received in State office
4. Date forwarded to contractor
5. Number of individual requests
6. Quantity ordered on this request
7. Cumulative total requested
8. NED-69 or voucher received
9. Date of delivery or closing date of period on

NED-69

10. Quantity delivered, as shown on NED-69 or corrected if necessary.
11. Total delivered to date
12. Date ACP-67 received
13. Date ACP-67 forwarded
14. Date voucher certified

b. The following minimum information will be maintained for each supplier for each kind of material he is furnishing in the State as shown on NED-805. Items 6 through 13 will be completed when the information is available.

1. Complete each heading as indicated
2. The code number of the counties supplied
3. Enter last day of the week covered by the report
4. Quantity ordered this week
5. Quantity ordered to date
6. Date of NED-69 or voucher
7. Deliveries this week as indicated on NED-69
8. Deliveries to date
9. Date sample taken
10. Date sample forwarded to Dr. Jacob for analysis

11. In the blank headings under "Specified" and "Found" write in the words "Chemical" or "Mechanical", whichever is applicable and make the necessary entries when the completed report is received.

12. Weight specified in the bag or truckload

13. Weight found in this container

V. Completing and approving of requests for shipment

a. Enter in the spaces provided on Form NED-44 for each Aaa number (except continuation sheets):

1. The name and address of the supplier

2. The contract number under which the material is to be furnished.

3. The bill of lading number in cases where the shipment is to move on Government Bill of Lading.

4. Enter on the State Accountant's (pink) copy:

a. The value of the material. - This is the net cost.

b. The value of the Bill of Lading. - This is the freight rate furnished by the Washington office times the tonnage.

5. The person designated by the State Committee to approve requests for shipment shall sign and date the original (supplier's copy) of Form NED-44. The carbon signature will appear on the blue and yellow copies.

VI. Placement of orders with suppliers

a. The State office must write to each supplier at the time of placing the first order and notify him that his receipt of Form NED-44 signed by (give a list of all authorized to sign NED-44's for the State office) is his authority to make deliveries in accordance with the instructions on NED-44 and any attached ACP-64's. It will not be necessary to have letters of transmittal with any subsequent orders.

b. The copies of NED-44 and ACP-64 (as set forth in Item VII of this section) will be transmitted to the supplier holding the contract for the kind of material and type of delivery desired, unless the supplier is not in a position to complete delivery in sufficient time to meet the requirements of the program because of previous orders sent to him as indicated by his weekly delivery record.

c. If the primary source is not in a position to make delivery within the desired time, the Washington office should be requested to approve the use of secondary source. This approval will be readily granted if the cost is reasonable and the supplier is not needed in other areas where his use may be more advantageous to the Program.

VII. Disposition of Forms NED-44 and ACP-64 by the State office after approving the order.

a. For farmyard or f.o.b. plant delivery

1. Transmit the white copies of ACP-64 and the original NED-44 to the supplier.
2. File the blue NED-44 in a folder pending completion.
3. Transmit the yellow copy of NED-44 to the county office.
4. Transmit the pink copy of NED-44 to the State Accountant.

b. For siding delivery

1. Transmit the original NED-44 to the supplier with the Government Bill of Lading.
2. File the blue NED-44 in a folder pending completion.
3. Transmit the yellow copy of NED-44 and white ACP-64's to the county office.
4. Transmit the pink copy of NED-44 to the State Accountant.

VIII. Preparation of Government Bills of Lading

a. The Government Bill of Lading consists of three parts:

1. The original, Standard Form 1058
2. Five memorandum copies, Standard Form 1058-a
3. The shipping order, Standard Form 1059

b. These forms are to be used only for shipments to be transported at Government expense.

c. In the heading of the bill of lading, the issuing officer should enter on the following line above:

1. (Appropriation chargeable): The appropriation symbol, the allotment code symbol, the State and County code, and the Aaa number.
2. (Issuing Office): The name of the State office and the address.
3. (Name and Title of Issuing Officer): The name and the title of the officer who executes the certificate.
4. (Date issued): The date the bill of lading is prepared.

5. (Consignor): The name and address of contractor.

6. (Name of transportation company): The name of the railroad acting as originating carrier.

7. (Shipping point) and (Destination): The point from which the material is shipped and the location of the siding at final destination.

8. (Consignee): The name and address of the person to whom the shipment is consigned.

9. (Route journey only when some substantial interest of the Government is served thereby): No attempt should be made to route the bill of lading except to state -- "A shipment should move over cheapest route to protect the lowest published rate".

10. In the box entitled "Certificate of Issuing Officer" there should be entered in the indicated spaces, the contract number the date and the shipping point named in the contract. The issuing officer should then sign in the space above (Issuing officer).

11. The consignee's name and address should be entered in the lower left-hand corner of the first memorandum copy.

d. The issuing officer should detach only the last memorandum copy, forwarding the bill of lading, with carbons intact, to the supplier.

1. See chart on page 58 for complete distribution.

e. All original bills of lading mutilated in preparation or issued in error should be marked "canceled" and returned promptly to the Northeast Division in Washington, since these forms are negotiable and must be strictly accounted for.

f. When a shipment is moved by Government Bill of Lading, it is not permissible:

1. To issue a duplicate of the original bill.

2. That contractors prepay freight charges.

3. To issue Government Bills of Lading after service has been performed.

g. Payment for transportation by means of a Government Bill of Lading is made to the delivering carrier upon presentation of a transportation voucher properly executed and supported by an executed original bill of lading, or certificate in lieu thereof to Thomas J. Smart, Control Accounts and Audit Section, 1037 North High Street, Columbus, Ohio.

Section B STATE OFFICE RESPONSIBILITY IN CONNECTION WITH CONTRACTS

I. There are two different kinds of contracts under which conservation materials are furnished--definite quantity contracts and indefinite quantity or source of supply contracts.

a. Definite quantity contracts are for exact amounts and under the 1944 Conservation Program will be the type let for superphosphate and mixed fertilizer.

b. Source of supply contracts are merely an agreement which is in existence whereby the Government may place orders if it wishes in accordance with the specifications and the supplier may terminate the agreement whenever he wishes by written notice. This is the type of contract to be used for liming material. The placement of orders by the Government under this type of contract formulates a binding contract for the amount of the order and the supplier is bound to deliver in accordance with the specifications.

II. There will be two kinds of source of supply contracts.

a. One kind will cover more than one State and will be allocated between States by the Washington Office. States must adhere to these allocations in accordance with Section I, Paragraph I, Part IV.

b. The other kind will apply only to one State. States will be responsible for holding these suppliers to their contracts and must report any irregularity to Washington at once.

III. Regardless of whether a contract covers one or several States, each State office through the person in charge of material is responsible for the proper placing of orders, securing proper delivery and in the case of contracts wholly within a State instigating action against delinquent suppliers.

a. Orders must never be placed with a secondary source until the primary source has been fully utilized for the same period for which orders are being placed with the secondary. Likewise, in the case of a tertiary source, etc. Orders may be placed the same day with both primary and secondary. For example, the primary source offered 500 tons a week and there was need for 1000 tons for that particular week. The secondary and tertiary sources which offered 300 and 200, respectively, could be utilized the same day the orders were placed with the primary. If, in the case of suppliers furnishing only within a State, the primary failed to make complete delivery the first week and had a balance of 100 tons undelivered, the State representative should determine the average weekly rate of delivery for the preceding four weeks and place a tonnage not in excess of this figure with the supplier. A State office may place orders in excess of a four week backlog only in cases approved by the Regional Office.

Section C CORRESPONDENCE TO SUPPLIERS

I. Any correspondence to suppliers pertaining to contractual matters, allocation of material or additional supplies must not be engaged in by personnel not in a position to be in possession of all the facts or able to make definite decisions or commitments.. For example, county personnel must not write to suppliers furnishing in other counties or States except as provided in II (a) of this section. State offices must clear with the Regional Office any action which might affect the interests of other States. In general, suppliers furnishing in more than one State should only be contacted about the above mentioned subjects by the Regional Office.

II. County offices must direct all correspondence to suppliers through the State office.

a. In some instances the State office may wish to authorize direct communication between the county office and suppliers. If this is done, the county must send two copies of its correspondence to the State office and the State office will forward one to the Regional Office.

III. Copies of all correspondence which States have with suppliers on contractual matters, allocation of material or additional supplies, should be sent to the Regional Office. The Washington Office will send copies of correspondence to suppliers to the State which may be affected.

Section D STATE OFFICE PROCEDURE IN CONNECTION WITH BILLS
SUBMITTED BY SUPPLIERS

I. Discounts

a. Claims submitted by suppliers offering a discount must be handled promptly so that payment can be made within the discount period. If a discount is lost, the certifying officer must prepare a statement explaining the reason for such loss. If this explanation indicates that the amount of the discount was lost due to negligence, it will be necessary that the responsibility be fixed and the Government reimbursed for the amount of the discount lost.

b. Discount periods will be figured from the date of receipt of Form NED-69, "Contractor's Delivery Summary", in the State office or the date of delivery of the material as shown on Form ACP-67 whichever is later.

c. If it is necessary to return Form NED-69 to the supplier because of errors in preparation, the discount period will be figured from the date of receipt of the corrected form in the State office.

II. Payments to Suppliers of Liming Material Delivered f.o.b.
Plant or to Individual Farmyards

a. The State office will receive from each supplier each week Form NED-69, "Contractor's Delivery Summary", together with the re-

lated Forms ACP-64, "Request for Conservation Materials".

b. The State office will;

1. Determine that Section VII of Forms ACP-64 has been signed by the applicant or his representative. If there is listed on Form NED-69 data relative to a Form ACP-64, which has not been properly signed, delete this data from Form NED-69 and prepare a difference statement. (See page 36 for preparation and distribution of this difference statement.)*

2. Check the receipted copies of Forms ACP-64 to the State office copy of Form NED-44 to determine that all pertinent data agree.

a. If it is found that the amounts shown on the Forms ACP-64 are greater than the amounts shown on Form NED-44, correct the ACP-64 to agree with the NED-44 after first checking with the county office to confirm the accuracy of the discrepancies between the NED-44 and the ACP-64's and prepare a difference statement*. If it is found that the amounts shown on NED-44 are greater than the amounts shown on ACP-64, correct the NED-44 to agree with the ACP-64 and send a memorandum of the difference* to the State accountant unless a new set of NED-44's has been prepared to cancel an order in whole or in part. (See page 36 for preparation and distribution of a memorandum of difference.)

b. Corrections in column (3) or (7) on NED-44 should be made by drawing a single line through the original entry and entering the amount actually received immediately above. The total amount delivered should be the amount actually received.

3. Enter the date on which the material was delivered to the applicant on the proper line in column (4) or (8) of the State office (blue) copy of Form NED-44.

4. Check the receipted copies of Form ACP-64 to Form NED-69 to determine that all pertinent data agree. Note: If a disagreement is found, return the Form NED-69 and all related Forms ACP-64 to the supplier with a letter pointing out the discrepancy. This letter should be prepared after a complete examination of all of the information in order that it will not be necessary to return the forms more than once. A copy of this letter must be forwarded to the Regional Office.

5. Examine the Form NED-69 and determine that;

a. The form has been signed by the supplier or his authorized agent who has given his title.

* Prior to the preparation of a difference statement the State office should check with either the farmer or the supplier if it is felt that an error has been made which can be corrected or explained by either party and thus obviate the necessity of a difference statement.

- b. All pertinent information for each applicant has been entered.
- c. All changes or erasures have been initialed by the person signing the form.
- d. All computations have been correctly performed.
- e. The name and address of the supplier, the contract number, and the unit price as shown on Form NED-69 agree exactly with those on the contract.

6. After completing the check of NED-69 the person responsible should date and sign it in the lower left-hand corner.

7. Post the required information on the county and supplier card.

8. Prepare Standard Form 1034, supplemented by 1035 where necessary in accordance with the instructions on page 38.

9. Prepare Standard Form 1064 in accordance with the instructions on page 40.

10. Return original ACP-64's to the county office after columns (4) or (8) have been completed.

11. File the State office copy of NED-44 in a permanent file of Aaa numbers after all deliveries have been completed on that form.

III. Railroad Deliveries of Lining Material

a. Forms ACP-67, "Receiving and Inspection Report", together with related Forms ACP-64 will be received in the State office from the county offices and NED-69 from the supplier.

b. The State office will:

1. Determine that the full amount ordered is reported on ACP-67 or that appropriate notations have been made if there is a discrepancy.

2. Determine that Section VII of Forms ACP-64 has been signed by the applicant or his representative.

3. Check the receipted copies of Forms ACP-64 to the State office copy of Form NED-44 and the ACP-67 to determine that all pertinent data agree.

a. If it is found that the amounts shown on the Forms ACP-64 are greater than the amount shown on Form NED-44, correct the ACP-64 to agree with the NED-44 after first checking with the county office to confirm the accuracy of the discrepancies between NED-44 and the

ACP-64's and prepare a difference statement. (See page 36). If it is found that the amounts shown on NED-44 are greater than the amounts shown on ACP-64, correct the NED-44 to agree with the ACP-64 and send a memorandum of the difference (see page 36) to the state accountant unless a new set of NED-44's has been prepared to cancel an order in whole or in part.

b. Corrections in columns (3) or (7) on NED-44 should be made by drawing a single line through the original entry and entering the amount actually received immediately above. The total amount delivered should be the amount actually received.

4. Enter the date on which the material was delivered to the applicant on the proper line in columns (4) or (3) of the state office copy of Form NED-44.

5. Check the copy of Form ACP-67, "Receiving and Inspection Report", to the state office copy of Form NED-44 to determine that the actual amount ordered was received in a satisfactory condition.

a. If a shortage of material is reported for which the supplier is responsible, prepare a difference statement, a copy of which shall accompany the original ACP-67, forward to Control Accounts and Audit Section, Columbus, Ohio. Complete the "Remarks" section of Form ACP-67 by including the following statement "Deduction made from suppliers voucher as per attached difference statement." A memorandum of difference (See page 36) should also be prepared unless a new set of Form NED-44's has been prepared to increase or cancel an order in whole or in part.

b. If a shortage of material is reported for which the railroad is responsible the remarks section of Form ACP-67 will be completed to include the following information:

- (1) Contract number
- (2) NET PRICE Per Ton
- (3) The phrase "No deduction made from

Supplier's Voucher".

c. If more material has been received as shown by Form ACP-67 than was ordered, make the necessary corrections on Form NED-44 and prepare a memorandum of difference to correct the State Accountant's record of obligations unless a new set of forms NED-44 has been prepared covering the overage.

6. Prepare Standard Forms 1034 and 1035 in accordance with the instructions on page 38 if the supplier's bill on NED-69 conforms to the ACP-67. If not, the preparation of the voucher should be delayed until any discrepancy is cleared with the supplier.

7. Prepare Standard Form 1064 in accordance with the instructions on page 40.

8. Determine that the name and address of the supplier, the contract number, and the unit price as shown on Form 1034 and 1035 agree exactly with those shown on the contract. If an assignee is indicated, verify that the assignment forms are on file in the State office or that a notice has been received from the Regional office to authorize payment to the assignee.

9. Post the required information to the County and Supplier Card.

IV. Preparation of Difference Statement NED-81

a. Prepare original and four copies of the form in case of siding delivery or an original and three copies for other types of delivery.

b. The form will show:

1. The number assigned to the form for example -

N.Y.-1.

2. Aaa number of the shipment to which the difference statement applies.

3. Payee's name exactly as it appears on the voucher

4. Period of voucher or date of service

5. Date of preparation

6. Amount claimed

7. Amount certified

8. Amount deducted

9. Set out the computation by which the approved amount was obtained.

10. Explanation of error

11. Reason for deduction

c. The original will be signed by the authorized certifying officer and all copies will bear either the typed name of the person signing or a facsimile signature.

d. Distribution of Statement.

1. Original to accompany voucher for payment

2. Copy to payee

3. Copy to be attached to State office copy of voucher

4. Copy to Regional Office

5. Copy to be attached to original ACF-67 and forwarded to Thomas Smart, Columbus, Ohio for siding delivery.

V. Memorandum of Difference - Form NED-86

a. Prepare an original and one copy of the form.

b. The form will show:

1. Aaa number
2. Date of preparation
3. Value of material as previously reported to State Accountant on Form NED-44
4. Amount certified on 1034 for this order
5. Difference
6. Reason for difference

c. Distribution of Memorandum

1. Original to remain with completed original NED-44 in Materials Unit.
2. Copy to State Accountant.

SECTION E. PREPARATION OF PUBLIC VOUCHER, STANDARD FORMS 1034, 1035
AND 1064 BY THE STATE OFFICE.

1. Preparation of Standard Forms 1034.

- a. Prepare original and one copy of this form.
- b. Make no entries in space for "D. O. Voucher No. ".
- c. In the space for "Bu. Vou. No." enter a number assigned in accordance with the following procedure:
 1. Each state office will establish a register of Bureau Voucher numbers. This number will be composed as follows:
 - 1st -- State Code
 - 2nd -- 44 - C.M.
 - 3rd -- number beginning with 1 and continuing in a numerical sequence. Care should be taken to insure that these numbers are not duplicated. It is suggested that a number sheet be used to avoid duplication. These numbers should be assigned in state sequence rather than in county sequence.
- d. On line headed "U. S." enter Department of Agriculture, A.A.A."
1. "Department of Agriculture" has been printed on some forms and "A.A.A." has been omitted. Be sure to include; "A.A.A."
- e. Make no entry in the block headed "General Accounting Office Preaudit".
- f. On line for "Voucher prepared at" enter the complete address of the state office and the date.
- g. On line for "United States, Dr." "to" enter the name of the payee as shown on the contract.
- h. On line for address enter the payee's address.
- i. Make no entry in space for "Payee's Account No. ".
- j. In the space for "Terms ---, Discount Cash --- days", enter the percentage and the number of days during which the discount is effective. Make no entry if contract does not provide for discount.
- k. Make no entry in the column headed "No. and date of order".

1. In the column headed "Date of Delivery or Service" enter the dates of the period covered by Form NED-69, "Contractor's Delivery Summary".

m. In the column headed "Articles or Services" enter a complete description of the material furnished. This description must be sufficient to identify the material furnished as being the same as covered by the contract. General description such as "Liming Materials" is not acceptable.

n. In the column headed "Quantity" enter the number of tons of liming material delivered for each different unit price.

o. In the column headed "Unit Price" "Per" enter the unit measurement such as "tons".

p. In the column headed "Amount" enter the amount claimed for the material furnished.

q. Information called for in paragraphs r to u inclusive of this procedure should be furnished for railroad shipments only.

r. In the space for "Shipped from" enter the shipping point from which rail charges are to be made as shown in contract.

s. In the space for "to" on the same line enter the point at which the consignee received the materials.

t. In the space for weight enter the weight of the materials received.

u. In the space for "Government B/L No." enter the number of the Government Bill of Lading.

v. In the space for "Total" enter the total amount claimed for all of the materials listed on the form.

w. In the space for "Payee" enter the phrase "See attached Form NED-69, "Contractor's Delivery Summary".

x. In the Block for "Differences":

1. If a difference statement has been issued, indicate the amount shown on the difference statement opposite the word "Differences".

2. If a discount is offered, type the words "Discount" under the word "Differences" and enter opposite the word "Discount" the amount of the discount.

y. In the space for "Account verified correct for" the result obtained by subtracting from the amount opposite the word "Total" the amount shown in the block for "Differences".

z. In the space for "Contract No." enter the number assigned to the contract.

aa. In the space for "Date" on the same line as Contract No." enter the date of the contract.

bb. Make no entries in the spaces for "Rec. No." "Date", and "Invoice Rec'd".

cc. In the space for "Approved for \$ _____" enter the amount for which the voucher is finally approved. This amount must agree with that shown opposite the words "Account verified, correct for".

dd. In the block for "Accounting Classification", enter:

1. Appropriation and account symbol number, which for 1944 conservation materials will be 1242215(21).031.

2. Appropriation title, which for 1944 conservation materials will be "Conservation and Use of Agricultural Land Resources, Department of Agriculture 1944 (AAA) (Conservation Payments)."

ee. When Form 1064 has been prepared enter the schedule number assigned to that form in the lower left corner of Form 1034.

II. Preparation of Schedule of Disbursements Standard Form 1064.

a. Prepare original and three copies of this form

b. In the space for "Department or Establishment" enter "Agriculture".

c. In the space for "Bureau or Office" enter "A.A.A." and the state in which the form is prepared.

d. In the space for "by" enter "G. F. Allen".

e. In the space for "Title or Rank" enter "Chief Disbursing Officer".

f. In the space for "Station" enter at New York, New York.

g. In the space for "Period" enter the month in which it is expected the payments will be made.

h. In the space for "Symbol No." enter "78-602".

i. In the space for "Bureau Schedule No." enter a number

assigned in accordance with the following procedure:

1. Each State office will establish a register of Bureau Schedule numbers. This number will be composed as follows:

- 1st - 0564 - Allotment Code Symbol for 1944 conservation materials.
- 2nd - State Code
- 3rd - Number beginning with 1 and continuing in numerical sequence. Care should be taken to insure that these numbers are not duplicated. It is suggested that a number sheet be used to avoid duplication. These numbers should be assigned in State sequence.

j. In the space for "date" enter the current date.

k. Make no entries in the column headed "Disbursing Officer's Voucher No." and "For G. A. O. Only."

l. In the column headed "Bureau or Office Voucher No." enter the Bureau Office Voucher for each Form 1034 to be listed on Form 1064.

m. In the column headed "Payee" on the same line on which appears the Bureau Voucher Number enter the full name of the payee as it appears on the voucher.

n. If a discount shows on the voucher, enter on Form 1064 immediately below the entry referred to in paragraph "m" above, the words: "Last Discount Date." These words should be capitalized and underlined. Immediately below the words "Last Discount Date" enter the date on which the discount period expires.

o. In the column headed "Symbol of Appropriation or Fund" enter the symbol of the appropriation. This number need not be repeated.

p. In the column headed "Amount" enter the figure shown on the voucher in the space for "Approved for \$_____."

q. In the space immediately above the double line at the bottom of the form in the column headed "Symbol of Appropriation or Fund" type the word "Total."

r. At the bottom of the column headed "Amount" and opposite the word "Total" referred to in paragraph "q" above, enter the sum of the entries in this column.

s. In the lower right corner on the line above the word "Title," type "Authorized Certifying Officer."

t. At the bottom of the second carbon copy enter the words "Return To" and type below the name and address of the authorized certifying officer.

u. After the State Accountant has indicated that funds are available, the form is ready for the signature of the certifying officer.

Section F. DISPOSITION OF FORMS ACP-64 and 67, NED-44 and 69, STANDARD VOUCHER FORMS 1034 and 1064, MEMORANDUM COPIES OF GOVERNMENT BILL OF LADING, AND AD-105 BY THE STATE OFFICE.

I. Siding Delivery.

a. Liming Material

1. The blue copy of form NED-44 and related pink copy of ACP-67 should be filed in the State office in a permanent file of Aaa numbers.
2. The original NED-69 and original Standard Voucher Forms 1034, and original and two copies of 1064 and Mailing Slip Form AD-105 should be forwarded to the Disbursing Office.
3. The first copy of Standard Voucher Forms 1034, 1035, and 1064 should be forwarded to the State Accountant.
4. The State office copy of NED-69 should be retained in the materials unit of the State office.
5. The Northeast Division copy of the Government Bill of Lading should be filed in the State office.
6. The County office copies of NED-69 should be forwarded to the County office together with the related original forms ACP-64.
7. Mail the white copy of Form ACP-67 to Thomas J. Smart, Control Accounts and Audit Section, 1037 North High Street, Columbus, Ohio.
 - (a) If a shortage or damage is being reported for which the supplier is responsible, a copy of the Difference Statement prepared in connection with the supplier's voucher should be attached.
 - (b) If a shortage or damage is being reported for which the carrier is responsible, the "Remarks" section of Form ACP-67 will show the amount of the shortage, the net unit cost of the material and a statement that a deduction was not made from the supplier's voucher.
8. The State office will forward the blue copy of each Form ACP-67, on which the consignee has noted a shortage, overage or damage to the regional office, attached to a copy of the Difference Statement prepared in connection with the supplier's voucher. The person in charge of conservation material in the State office should sign below the consignee's signature to indicate that he has examined the form and satisfied himself that the shortage or overage has been charged to the proper party by the consignee.

II. Other than siding delivery. All types of material.

1. The white copies of Form ACP-64 shall be forwarded to the county office with the related NED-69.
2. The original Standard Voucher Form 1034, also an original and two copies of 1064, and Form AD-105 should be forwarded to the Disbursing office.
3. The first copy of Standard Voucher Form 1034, 1035 and first copy of 1064 should be forwarded to the State Accountant.
4. File the blue copy of NED-44 in the permanent file of Aaa numbers after all deliveries have been completed on the form.

Section G. PROCEDURE IN CONNECTION WITH ASSIGNMENT OF PAYMENTS DUE UNDER A CONSERVATION MATERIALS CONTRACT.

I. Several companies furnishing conservation materials have assigned payments due them under contracts to financial institutions. The following procedure has been provided for assignments of payments under Government contracts and must be followed by assignees, assignors and certifying officers. Unless the prescribed forms are filed in connection with a voucher submitted to a State office, assignments can only be made when substantiated by written notice from the Regional Office to the effect that the necessary forms are on file in another State office.

II. Under the "Assignment of Claims Act of 1940" and assignment of money due or to become due under a public contract involving payments of \$1,000 or more may be made to banks, trust companies or other financial institutions. The Act does not authorize assignment of the contract itself, but does permit assignment of moneys due or to become due under the contract. Irrespective of an assignment by a contractor of the money due or to become due, the contractor is charged with the duty of performing the contract in accordance with its terms. It therefore is the responsibility of the contractor to execute certificates on vouchers, invoices, etc., as required by the contract. In this connection no money is due and payable by the United States until such certificates are executed by the contractor, and since it is his responsibility to establish that an amount is due and payable under the contract, it is not necessary to obtain a certification in that respect from the assignee.

III. In the event that any moneys due or to become due from the United States under a contract are assigned, the assignee is re-

quired to forward a certified true copy of the instrument of assignment, and four copies of the notice of assignment to each of the following: (The above forms can be obtained at any bank.)

a. The General Accounting Office, Washington, D. C.

b. The Division of Purchase, Sales and Traffic,
U. S. Department of Agriculture, Washington, D. C.

IV. Each of these offices will retain one copy of the notice of assignment and return three receipted copies to the assignee.

V. The assignee will retain one copy of each set of receipted forms for his own records and the other four receipted forms should be attached to the first invoice or voucher submitted for payment.

a. In the case of fertilizer materials, when Standard Form 1034 is prepared by the contractor, the caption on the voucher and the mailing slip should be made out as follows:

The Blank Bank and Trust Company, Assignee of
John Doe, (Address of Bank)

b. For liming or other materials, when Form NED-69 is used, the State office will prepare Standard Form 1034 in the same manner as (a) above.

Note: In all cases the signature of the contractor must appear on the invoice or voucher, and the signature of the assignee is not required.

VI. Of the four notices of assignment attached to the first invoice or voucher, two each receipted by the General Accounting Office and the Division of Purchase, Sales and Traffic, and the State office should detach and retain one copy of each set, and forward the remaining copies with the first voucher to the Disbursing office. All subsequent vouchers under the contract submitted or prepared in the State office should be made payable to the assignee as indicated above.

- Important: Any request to assign payments not substantiated by the official forms should not be recognized unless authorized by the Regional Office. Upon receipt by the State office of notice of assignment under any contract, the Regional Office should be notified immediately in order that other States may be notified.

NOTICE OF ASSIGNMENT

(Before filling out this notice, read carefully instructions on reverse side)

Date _____

To _____

Re Contract Number _____
Made by the United States of America

Department

Division

with _____
(Name of Contractor)

(Address of Contractor)

For _____

Dated _____

PLEASE TAKE NOTICE that moneys due or to become due under the contract described above has been assigned to the undersigned pursuant to the provisions of the Assignment of Claims Act of 1940 (Public No. 811, 76th Congress), approved October 9, 1940.

A true copy of the instrument of assignment is attached hereto.

Payments due or to become due under such contract should be made to the assignee.

Please return to the undersigned the three enclosed copies of this notice with appropriate notations showing the date and hour of receipt and duly signed by the person acknowledging receipt on behalf of the addressee.

Very truly yours,

(Name of Assignee)

By _____
(Name and title of signing officer)

(Address of Assignee)

Receipt is hereby acknowledged of the above notice and a copy of the above mentioned instrument of assignment. These were received at _____ a.m.
on _____, 19____. _____ p.m.

(Signature)

on behalf of

(Name and title of addressee of notice) _____

INSTRUCTIONS

In order to avoid delay, inconvenience, and possible impairment of the validity of assignments, these instructions should be followed carefully:

1. Under the terms of the Assignment of Claims Act of 1940, written notice of each assignment of moneys due or to become due from the United States or from any agency or department thereof, together with a true copy of the instrument of assignment must be filed with:

- (a) the General Accounting Office,
- (b) the contracting officer or the head of his department or agency,
- (c) the surety or sureties upon the bond or bonds, if any, in connection with such contracts, and
- (d) the disbursing officer, if any, designated in such contract to make payment.

2. All blanks should be carefully filled in and the original and three copies should be forwarded to each of the parties with whom notice is required to be filed.

3. The addressee should acknowledge receipt of this notice on the three copies and return the same to the assignee.

4. One copy of each such receipt should be retained by the assignee for his own records and two copies of each such receipt should be attached to the first invoice, voucher, or other similar document submitted for payment.

5. It will not be necessary to forward additional copies of such receipt with request for further payments, because the first copies will be duly recorded in the appropriate offices of the Government.

6. If there is no surety bond in connection with the contract giving rise to the claim which is assigned, it is not necessary to serve notice of assignment upon any surety.

7. If no disbursing officer is designated in such contract to make payment, it is not necessary to serve notice of assignment upon any disbursing officer.

8. To the original (but not the copies) of each notice of assignment, there should be attached one true copy of the instrument of assignment. This may consist of (a) a duplicate original containing all the signatures, seals, acknowledgments, etc., which appear on the original; (b) a complete photostatic copy of the original; or (c) a certified copy of the original, provided that such copy is accurate and complete in all respects, including signatures, seals, acknowledgments, etc., which may be typewritten, and provided that a certificate to the effect that it is a true copy be executed by a notary public or other officer authorized by law to administer oaths.

Section H. CHECKING QUALITY OF MATERIAL FURNISHED

I. Sampling. The State office will be responsible for seeing that samples are taken in accordance with the following instructions:

a. Samples of liming material will be taken by a representative of the State office at the manufacturer's plant. One sample a month, with the first sample being taken not later than seven days after the first delivery has been made, is required. Additional samples may be required either by the State or Washington office. Upon receipt of a sample falling below guarantee, the Washington office will require a sample a week until the material analyses as guaranteed. If possible, samples should be taken from material delivered each week since the date of the last sample which met the guarantee.

b. Check samples of each supplier's material will be secured at the farm at least twice during the period of each contract.

II. Method of Sampling.

a. For liming materials samples being taken at plants which furnish bagged material should be taken directly from the bagging machine insofar as possible. Bulk material may be sampled either from a loading spout or from a storage bin. In any event, care should be taken to be sure that a representative sample of the material being furnished to the Agricultural Adjustment Agency is secured.

III. Type of Container. The sample should be collected in a water-tight glass jar which will be furnished by the Regional Office.

IV. Identification of Sample. Form ACP-133, which will be furnished in redi-form sets of four copies each, shall be prepared and the quadruplicate copy forwarded to the Northeast Division, A.A.A. The other three copies shall be forwarded with the sample in the wooden container furnished by the Washington office, either direct to Dr. K. D. Jacob, Fertilizer Division, Bureau of Plant Industry, Beltsville, Maryland, or to the State office. Care should be taken to attach the correct ACP-133 to the related sample. It is suggested that a sticker be attached to each sample bottle, on which will be indicated the Aaa number under which the material was furnished.

V. Shipping Containers. The same shipping containers will be furnished by the Washington office, for use in mailing the samples to Dr. Jacob as were used under the 1943 Program. Each State office should review its records to determine that sufficient containers were available to transmit the necessary samples. It is estimated that each container should make one trip per month from the State office to Dr. Jacob's office and return to the State office. If the containers furnished each State under the 1943 Program did not approximate this schedule, the Regional office should be informed so that adjustments may be made between States.

VI. Analysis of Sample. All analyses of material will be under the supervision of Dr. K. D. Jacob of the Beltsville Experiment Station. As soon as the result of the analysis is known, a copy will be sent to the supplier and to the respective State office.

VII. Checking Weights. A check on the weight of the material will also be made at the same time as a sample for chemical analysis is taken. The weight report will be made on Form NED-89 prepared in duplicate, the original of which will be approved by the person in charge of conservation material and forwarded to the Regional Office. This form will be prepared as follows:

- a. Type of material - Standard ground limestone, burned lump lime, or any other applicable material.
- b. Contractor - The name of the contractor who is furnishing the material.
- c. Weighed by - Name of person checking the weight.
- d. State - Name of the State in which the check is made.
- e. County - Name of the County in which the check is made.
- f. Contract - The contract number under which the material is being furnished.
- g. Aaa No. - The Aaa number assigned to the shipment by the county office.
- h. At - The location of the plant at which the sample is taken, or the farm at which the sample is secured.
- i. Date - The date the sample is taken.
- j. Type of scale - Platform, or truck scale.
- k. Owner - The name of the person who owns the scale.
 - l. Sealed by - Name of person who last checked the scale for accuracy.
 - m. Date sealed - Date the scale was checked and sealed.
 - n. New Weight Specified. - The weight specified in the bag or in the case of bulk lime, the tonnage which the load represents. For example: A farmer may have an order in for 20 tons of bulk lime, whereas the particular load may represent only 5 tons of this order.
 - o. Net Weight Found - The weight found in the bag or truckload.
 - p. In the event truckloads of bulk material are being checked, the lower section of the form is to be used in addition to the top portion and will be completed as follows:
 1. Gross Weight - This is the gross weight of the truck and lime.
 2. Tare - Gross weight of truck without the lime.
 3. Net Weight - Weight of the lime which is Item 1, minus Item 2.
 4. Name of Authorized Weigher - Name of person authorized to use the scale on which the above weights are made.

q. Signature of State Office Representative.

This is the signature of the person who checked the weights as shown under Item "c".

Section I. ALLOCATION OF MATERIAL - MATERIAL CORRESPONDENCE

I. Allocation of Material. The availability of materials in some areas in quantities less than the needs of the Region necessitates allocation by the Regional office. The State allocations must be distributed to counties by the State committee and the county allocations distributed by the county committee. It is essential that all offices adhere strictly to their allocations and not exceed them without first securing approval - the county office from the State and the State office from the Regional office.

II. Material Correspondence. In the event that definite monthly allocations are made to the States, the States must notify the Regional office as soon as it is apparent that the monthly allocation will not be used at all or in part as the case may be. Such notice stating the tonnage being released must reach the Regional office not later than the first of the month for which the allocation is made.

III. Unless further restricted because of short supplies, each county's allocation of material is the amount determined by the State committee to be that county's fair share of the material available for distribution.

IV. Each county office must maintain a check sheet, Form NED-72, for each type of material being furnished. This may be kept by supplier if desired.

Section J. SUPPLIES OF FORMS

I. Forms to be used by State offices will be furnished by the Washington office and forms to be used by suppliers will be sent direct to them from Washington.

Section K. WEEKLY REPORT BY STATES

I. Instructions to State offices for preparation of weekly Summary of Conservation Materials ordered, 1944-Form NER-805.

a. Form NER-805 will be prepared each week and must be received in the Washington office not later than Wednesday of the following week for which the report is made. A separate form will be submitted for 18% superphosphate, 19% superphosphate, 20% superphosphate, liming material, fertilizer, trees, or any other material or service being furnished. If any State is placing orders under the 1943 as well as the 1944 program, a separate report will be made on Form NER-705. The report will be prepared as per the sample attached, indicating by suppliers the following information:

1. The county

shipping point.
will be furnished.

2. The name of the contractor and his
3. Contract number under which the material
4. Whether bag or bulk is applicable,

5. On the dotted line the number of tons (thousands in the case of trees) ordered during the period for a particular type of delivery. (Note: the same line should be used for the entries under each type of delivery for the same form of delivery, bag or bulk.)

6. On the solid line immediately below the tonnages entered, as in (4) above, enter the cumulative tons ordered to date for each type of delivery.

b. The report should also have weekly and cumulative totals for the State by kinds of material and types of delivery.

c. A separate Form NER-805 and labeled: NER-805A, should be used to report tonnage of unplaced orders in the State office the day the report is made up. This should also be itemized by kinds of material and types of deliveries for each county.

d. At the close of the program year a final report will be made which will show the number of ACP-64's prepared for each kind of material.

e. As soon as deliveries have been completed by all suppliers for each type of material, a final report of deliveries prepared by county, supplier, contract number, type of material and delivery will be forwarded to the Washington office. This will reflect all changes due to overages or shortages.

A. W. Manchester
Director, Northeast Division.

NED-72

County Office Allocation
Check Sheet

Type of Material	Kind of Delivery	Amount of Allocation
		1000
Aaa Number	Tons (Cwt., etc.)	Balance
	100	900

Aaa Number Sheet

Aaa Number	Kind of Material	Tons, cwt., 1000, etc.
14-6-1	Lime	150 tons
14-6-2	Super	30 tons

NED-81

U. S. Department of Agriculture
Agricultural Adjustment Agency
Northeast Division

State _____

Number _____

Aaa Number _____

DIFFERENCE STATEMENT

(Name)

(Address)

(Period)

(Date)

Amount claimed _____

Amount certified _____

Total difference _____

Claimed _____ Tons @ _____

Allowed _____ Tons @ _____

Difference _____ (Post)

Discount $\frac{1}{2}$ _____ days _____

Total Difference _____

Reason for deduction:

Certifying Officer

NED-86

Memorandum of Difference

Aaa _____

Date _____

Value of material on original NED-44

\$ _____

Amount certified on 1034

Difference

\$ _____

Reason for difference in detail

Person in charge of Materials

REPORT ON WEIGHT OF CONSERVATION MATERIAL

Weighed by _____ At _____ Date _____

Type of Scale	Owner	Sealed by	Date Sealed	Net Weight Spec.	Net Weight Found

3rd Load

Name of Authorized Weigher _____

Signature of State Office
Representative

Form NED-90
U.S.D.A., A.A.A.

Record of Transfer of Conservation Material

The County Committee on transferred
(Date)

..... of from
(Tons, cwt.) (Kind of Material) (Name of Farmer)

..... to
(Serial No.) (Name of Farmer) (Serial No.)

This material was furnished on Aaa under the ACP for
use under the ACP.

The transfer was made because
.....

1. The original cash collection (was, was not) declared to be in default.
2. The new recipient (did, did not) transfer the material at his own expense.
3. The NED-44 on which the material was furnished has been corrected to show the amount transferred, the amount left on the farm and the date of the transfer.
4. The forms NED-100 for both farmers have been corrected by the above amount.

The above information is correct to the best of my knowledge.

.....
Approved by the County Committee Date

COMMODITY _____

NER-805 _____
(State)

SUMMARY OF CONSERVATION MATERIALS ORDERED

UNDER 1944 PROGRAM

Through
Month Day Year

COUNTY	CONTRACTOR AND SHIPPING POINT	CONTRACT NUMBER	BAG OR BULK	TONS ORDERED			
				WEEKLY AND CUMULATIVE			
				F.O.B.	SIDING	TRUCK	FARM
A	I		BAG	100			250
	SHIPPING POINT			455			614
			BULK				
B				120	110		46
			BAG	303	225	127	
				20			
			BULK				
C			BAG	20			
	II						123
	SHIPPING POINT		BULK				384
F			BULK				
	III						148
	SHIPPING POINT		BAG				403
A							

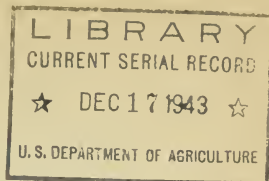
Orders for farmyard delivery from sidings to farms by consignees employed under contract by the Association will be reported in the column headed "Truck" rather than under "Farmyard" or "Siding".

DISTRIBUTION OF GOVERNMENT BILLS OF LADING

FROM	TO	ORIGINAL BILL OF LADING FORM 1058	SHIPPING ORDER FORM 1059	FORM 1058 ¹ MEMORANDUM COPIES OF BILL OF LADING				
				1	2	3	4	5
STATE OFFICE	SUPPLIER	X	X	X	X	X	X	FILED BY STATE OFFICE
SUPPLIER	INITIAL CARRIER	X	FILED BY CARRIER	X	X	X	X	
INITIAL CARRIER	SUPPLIER	X		X	X	X	X	
SUPPLIER	CONSIGNEE	X		X			FILED BY SUPPLIER	58
CONSIGNEE	FINAL CARRIER	X		FILED BY CON- SIGNEE				
FINAL CARRIER	AUDIT SECTION	FILED BY AUDIT						
SUPPLIER	ADM. OFFICES				RED COPY FILED BY STATE OFFICE	AUDIT SECTION COLLEGEUS OHIO		

1.42
7076B
Cop. 2

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency
Northeast Division



NER-811
SUPPLEMENT I

1944 CONSERVATION MATERIALS AND SERVICES

FERTILIZER MATERIAL

Issued
November 12, 1943

NER-811 contains complete instructions for handling liming materials under the 1944 Agricultural Conservation Program

This supplement contains the necessary instructions to adapt NER-811 to the handling of fertilizer materials under contracts. It should be filed with the NER-811 and used in connection with the NER-811.

State or county offices may reproduce sections of this bulletin for specific purposes and wider distribution.

CHANGES IN NER-811 NECESSARY TO ADAPT IT TO FERTILIZER MATERIALS

NER-811 for Liming Material can be adapted for use in connection with fertilizer materials furnished under contracts with the AAA by the substitution of the word "Fertilizer" for the word "Liming" and the term "cwt." for the word "ton" and making the following changes and corrections. The instructions on the preparation of forms NED-69 and standard form 1034 are complete insofar as they are applicable to fertilizer materials. They are copies of the instructions which have been sent to suppliers and are given herein as a basis for auditing suppliers' bills. They are not intended to replace the instructions for liming material.

Part I., Section A, Pages 1 - 3, Item III. The maximum amount of fertilizer material which may be furnished for use on any farm will be determined in a manner consistent with the recommendations of the State Committee after the fertilizer program is announced.

Section D, Page 4, Item I.c. Fill in Section II as follows:

1. Description of material or service - Enter here 18, 19, or 20% super or any other type of fertilizer material which is being requested on Form ACP-64.

Part II., Section B, Page 7, Item III. A minimum carload of fertilizer material is 30 tons. A carload of fertilizer material should not ordinarily exceed 40 tons. In rare instances it may be found necessary to place a single request for more than that amount. However, in such cases the State Office must secure the written approval of the supplier before placing the order. Orders may be placed at any time in multiples of any amount between 30 and 40 tons without written approval.

Page 8, Item III. a. Substitute the words "20% Superphosphate" for "Bulk Ground Limestone" in the example.

Page 10, Item III, p. The individual entries in columns 3 and 7 will be on a cwt. basis; however, the total of these columns should appear as a circled entry at the foot of column 7 and the total quantity requested should be converted and shown in units of tons in the space provided.

Part III. Section A, Page 23, Item II. Billing Procedure. The following are complete billing instructions for fertilizer materials.

a. Farmyard Delivery

1. Forms Used. Suppliers of fertilizer material who make deliveries to individual farmyards will bill on Form NED-69. Although no space is provided it is requested that persons having more than one source of supply indicate in the space below the words "Contractor's Delivery Summary" the source from which the material listed on the form was secured.

(a) Use of Form NED-69. A separate form will be prepared each week for each county, and each program year for which the material was furnished. Suppliers should itemize on this form all ACP-64's by kind of material for farm or f.o.b. truck delivery, and should list Aaa numbers and farm serial numbers under each Aaa number numerically.

(b) Instructions for preparation of Form NED-69. In the heading of Form NED-69 should be entered the kind of material i.e., 18, 19, or 20% superphosphate, etc., except as provided in "4" below.

(c) In the columns immediately below the heading, enter from left to right, the following:

(1) Column headed "Aaa No." (in numerical order): the Aaa number shown on each Form ACP-64.

(2) Column headed "Farm No."; the farm serial number entered on the first line in the upper right hand corner of each Form ACP-64 (do not enter State and county code).

(3) Column headed "Delivery Date:" The date the material was delivered, as indicated by the date entered in the space provided in Section VII of Form ACP-64 Revised Aug. 1943.

(4) Columns headed "Tons delivered" - Cols. 1, 2, 3, and 4: the terms plant, farm, or abbreviations, should be inserted, and the word "tons" changed to "cwt." Each supplier should only use one NED-69 per county per week unless he is furnishing more than four kinds of material. If the space provided at the heading of the columns is not sufficient to describe the material fully, the code should be typed in the space under the number of the form. For example:

Col. 1 - Plant, 18% superphosphate,
Col. 2 - Farm, 19% superphosphate,
Col. 3 - Farm, 20% superphosphate,
Col. 4 - Farm, O-14-14.

The number of cwt. of each kind of material for each type of delivery should be entered in the appropriate columns. Each column will be totaled and converted to tons prior to completing the lower portion of the form.

All materials listed in one column must be for the same unit cost.

(5) In the lower part of Form NED-69, below the words "Total Delivered" enter the following:

(a) Under "Tons" - Col. 1, the total of the entries in columns headed "Tons delivered - Col. 1."

(b) Under "Tons" - Col. 2, the total of the entries in the columns headed "Tons delivered - Col. 2."

(c) Under "Tons" - Col. 3, the total of the entries in the columns headed "Tons delivered - Col. 3."

(d) Under "Tons" - Col. 4, the total of the entries in the columns headed "Tons delivered - Col. 4."

(e) Under "Unit Cost," the gross contract price per ton for each type of material.

(f) Under "Total," the number of tons entered under "Tons" times the "Unit Cost" for each type of material.

(g) On the line entitled "Total Cost," the total of the column headed "Total."

(b) Each set should be numbered in the space provided in the lower right-hand corner indicating the individual sheet number and the total number of sets for each county. (For example, Sheet 2 will be labeled Sheet 2 of 3, if there are three sheets used for a particular week.)

(7) On the line in the lower right-hand corner, enter the date representing the end of the period covered by the Form NED-69. (Note: All ACP-64's included in the bill should bear a delivery date previous to the date shown on this line.)

(8) In the indicated spaces in the lower left portion of Form NED-69 there should appear the name of the contractor, the signature of the contractor or his authorized agent, and the date the bill was prepared.

(9) No entries are to be made by the contractor in the spaces on the last line of the form above the words "Approved for State Committee" and "Date."

2. Distribution of Form NED-69. Detach two copies, mail the balance with carbons intact to the State office with the related ACP-64's, mail the Washington Office copy to the Conservation Materials and Services Unit, Northeast Division, Agricultural Adjustment Agency, Washington, D. C., and retain the copy labeled "Supplier's Copy." The supplier's copy is the pink sheet in each set and the Washington Office copy is the green sheet. In some sets they are the last two copies and in others they are the first and last copies.

3. Preparation of Form AD-105. This form will be prepared in single copy each week for each State office and transmitted to the State office with the related forms NED-69.

(a) Above "Bureau of Office," enter "Agricultural Adjustment Agency" and the name of the State shown for shipments listed on related form(s) NED-69.

(b) Department's Purchase Order No. Enter the contract number shown on related form(s) NED-69.

(c) Payee's Reference No. Enter the payee's account (or invoice) numbers if desired. These should be listed on the reverse side of Department Form AD-105, unless there is adequate room on the front of the form.

(d) Place of Delivery or Service. Enter Individual Farmyards.

(e) Date or Period. Enter the dates of the first and last days of the week for which shipments are covered by related form(s) NED-69.

(f) Name; Street No.; City and State. Enter the name of the firm and its mailing address as shown on the contract.

4. Corrected Forms NED-69. In cases where form NED-69 is returned to the supplier by the State office for correction and the supplier prepares a new set of the form, he will write the word "Corrected" in the space below the amount of "Total Cost" on the Washington office copy only.

b. Siding Delivery. Suppliers of fertilizer materials who make delivery F.O.B. cars will bill on Standard Form 1034 supported by Form ACP-141.

1. Preparation of Form ACP-141 "Conservation Material Delivery Summary."

(a) This form should be prepared as of the last day of each week, to cover one or more rail shipments for a single State only.

(b) Five copies are to be prepared of each Form No. ACP-141. Entries on the form should be as follows:

(1) For week Ending. Enter the closing date of the week for which shipments are listed on the Form No. ACP-141.

(2) State. Enter the name of the State for which the shipments have been made.

(3) Payee's Name and Address. Enter the name of the firm and its mailing address as shown on the contract.

(4) Contract Number. Enter the number of the contract under which shipment has been made.

(5) Material. Enter description of the material, and if bagged, description of the container in which shipped.

(6) Shipping Point. Enter the shipping point as shown in the contract.

(7) Payee's Account No. Enter the firm's usual account (or invoice) number(s).

(8) County Name. Enter the name of the county for which the respective shipment has been made.

(9) Order No. Aaa. Enter the Aaa order number for the shipment.

(10) Government B/L No. Enter the number of the applicable Government Bill of Lading, if any.

(11) Destination. Enter the railroad destination point.

(12) Date Shipped. Enter the date of shipment.

(13) Tons. Enter the tons shipped under the Aaa order.

(14) Total Tons. Enter the total tons shipped under the Aaa orders listed.

2. Preparation of Standard Form 1034

(a) For each State, one copy of Standard Form No. 1034 and two copies of Standard Form No. 1034a should be prepared.

(1) As of the last day of each week.

(2) To cover the total quantity of material listed on related Form(s) ACF-141 as having been shipped for the State during the week.

(b) Entries on Forms 1034 and 1034a should be as follows:

(1) U. S. DEPARTMENT OF AGRICULTURE. Add "A. A. A." On any forms where U. S. Department of Agriculture is not over-printed, this shall also be added.

(2) Voucher prepared at. Enter city and State address, and the date on which the voucher is prepared.

(3) To. Enter the name of the firm as shown on the contract.

(4) address. Enter the mailing address of the firm as shown on the contract.

(5) Payee's account No. Enter "See attachment."

(6) No. and Date of Order; Date of Delivery or Service. Enter across these columns the name of the State for which shipments are listed on related Form(s) ACP-141. Immediately below the name of the State, enter "See attachment."

(7) Articles or Services

(a) Enter, if applicable; in the "Terms" space, the discount; in the "Discount Cash" space, the discount period (number of days).

(b) In the space below "Brought Forward from Continuation Sheet(s)," enter:

(1) Description of the material and if bagged, description of the container in which shipped.

(2) The following certification:

I certify that the above bill is correct and just; that payment therefor has not been received; that all statutory requirements as to American production and labor standards, and all conditions of purchase applicable to the transactions have been complied with; and that State or local sales taxes are not included in the amounts billed.

(8) Quantity. Enter the total tons for shipments listed on the related Form(s) ACP-141.

(9) Unit Price. Enter the contract price per ton.

(10) Amount. Enter the total amount, in the two spaces provided.

(11) Shipped from. Enter the shipping point.

(12) To Weight: Government B/L No.
No entries in these spaces are necessary. Related Form(s) ACP-141 cover such data.

(13) Certification.

(a) Payee. Enter the name of the firm as shown on the contract.

(b) Per. Enter signature of the person authorized to sign on behalf of the firm.

(c) Title. Enter the title of the person authorized to sign on behalf of the firm.

(14) Contract No. Enter the contract number shown on related Form(s) ACP-141.

(15) Contract Date. Enter the date on which the contract was awarded.

3. Preparation of Form AD-105.

(a) This form will be prepared in single copy as follows:

(1) Above "Bureau or Office," enter "Agricultural Adjustment Agency" and the name of the State shown for shipments listed on related Form(s) ACP-141.

(2) Department's Purchase Order No. Enter the contract number shown on related Form(s) No. ACP-141.

(3) Payee's Reference No. Enter the payee's account (or invoice) numbers listed on Form(s) ACP-141; for example, 1000-1020. If the payee's account numbers listed are not in chronological order to permit entry according to this example, the numbers will be listed on the reverse side of Department Form AD-105.

(4) Place of Delivery or Service. Enter "Various destinations."

(5) Date or Period. Enter the dates of the first and last days of the week for which shipments are covered by related Form(s) No. ACP-141.

(6) Name; Street No.; City and State. Enter the name of the firm and its mailing address as shown on the contract.

4. Handling and Distribution of Forms.

(a) Contractors will forward the following forms, which constitute their claims to the State office for which the forms were prepared.

(1) Standard Form No. 1034, related original form(s) ACP-141, and Department AD-105, attached together; and

(2) One copy of Standard Form No. 1034a, related copies of Form(s) ACP-141 and if any, of Government Bills of Lading marked "...FORWARD THIS COPY TO.....DIVISION, AGRICULTURAL ADJUSTMENT AGENCY, WASHINGTON, D.C." attached together.

(3) The State office copy of Form ACP-141.

(b) Contractors will forward the copy so labeled to the Division of Special Programs; Agricultural Adjustment Agency, Washington, D. C.

(c) Contractors will retain the following.

(1) For rail shipments of fertilizer, the copy of Form No. ACP-141, marked "This copy to be retained by the contractor."

(2) Copy of each Standard Form No. 1034a prepared.

Part IV., Section A, Page 27, Item IV. State office record of requests.

a. Each State office will maintain currently by program year the following information concerning each request for shipment. The information will be maintained on visible index cards furnished by the Regional office. Separate cards will be maintained for each supplier in each county and for each type of material. Items 8 through 14 will be completed from the contractor's weekly report of deliveries after it has been corrected for any shortages reported by consignees on Form ACP-67, and also any deletions because the ACP-64 was returned for correction.

8. NED-69 or voucher and ACP-141, received.

9. Date of delivery or closing date of period on NED-69 or ACP-141.

10. Quantity delivered as shown on NED-69, or ACP-141 corrected to agree with the amount actually received.

b. The following minimum information will be maintained by program year for each supplier for each kind of material he is furnishing in the State. Items 6 through 13 will be completed when the information is available.

13. In the blank headings write in P2'05 or K20 whichever is applicable and make the necessary entries when the completed report is received.

Section B. Page 31. State office responsibility in connection with contracts.

1. Fertilizer materials are purchased under definite quantity contracts. Allocations of material will be made by the Washington office by suppliers and months to each State office.

2. Insofar as possible orders should be placed in a manner which permits the utilization of the cheapest source in each county when the freight cost is considered as well as the material. Each State office through the person in charge of conservation material will be held responsible for the placement of orders in accordance with the allocations, for securing the necessary samples and weight checks and for reporting any irregularity in connection with contracts to the Washington office.

Section D, Page 32. Item I b.

b. Discount periods will be figured from the date of receipt of the supplier's voucher in the State office or the date of delivery of the material as shown on Form ACP-67 which ever is later.

Page 34, Item III. Railroad Deliveries of Fertilizer Material.

a. Form ACP-67, "Receiving and Inspection Report" together with the related Forms ACP-64 will be received in the State office from the county offices and Standard Form 1034 supported by ACP-141 from the supplier.

Page 35, Item b, 6.

6. Audit Standard Form 1034 and ACP-141 to determine that;

a. The forms have been prepared in accordance with instructions.

b. That the originals of Standard Form 1034, AD-105 and ACP-141 have been received attached and that a copy of each, except the AD-105, together with the Northeast region copy of each bill of lading have been attached and that the State office copy of ACP-141 has also been received.

c. The deliveries itemized on Form ACP-141 agree with Form ACP-67 "Receiving and "Inspection Report," or that the proper notations have been made on that form.

d. The total tons delivered as shown on ACP-141 agree with the entry on Standard Form 1034, and the amount of the voucher is correct.

e. The contract number, type of material, shipping point, name and address and other pertinent information agree with those entries in the contract.

f. The form has been signed and all corrections initialed by the payee or his representative who has indicated his title.

Section F, Page 42. Disposition of Forms ACP-64, 67 and 141, NED-44 and 69, Standard voucher forms 1034 and 1064, memorandum copies of Government Bill of Lading, and AD-105 by the State office.

3. The first copy of Standard Voucher Forms 1034, and 1064 should be forwarded to the State accountant after the materials unit has checked the bills of lading against the Form ACP-141, detached the bills of lading and attached them to the State office copy of ACP-141.

4. The State office copies of NED-69 and ACP-141 will be retained by the materials unit in the State office.

Section H, Page 47, Item I.

a. Samples of fertilizer material will be taken by a representative of the State office at the car in case of siding deliveries but may be taken at the plant in case of farmyard delivery. One sample for each 300 tons of material furnished by one supplier in each State is required but in no event will any State submit less than one sample for a supplier for each type of material. Bag weights should also be checked at the time a sample is taken of chemical analysis. The State or Washington office may require additional samples at any time. Upon receipt of a sample falling below guarantee the Washington office will request as many additional samples as are found necessary to make a determination concerning the quality of the material furnished.

Issued August 3, 1944

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency
Northeast RegionCOUNTY PROCEDURE FOR PREPARATION AND TRANSMITTAL OF
1944 APPLICATIONS FOR PAYMENT (NEB-820)LIBRARY
CURRENT SERIAL RECORD
SEP 21 1944
U. S. DEPARTMENT OF AGRICULTURESECTION I. GENERAL

A. Form to be Used. All applications for payment under the 1944 Agricultural Conservation Program will be filed on Form NEB-820.

B. Land to be Included Under a Single Application. A single application for payment shall cover neither more nor less than a farm as defined in National Bulletin ACP-1944.

C. Persons Eligible to File Applications. An application for payment with respect to any farm enrolled before the final date for enrollment in the State may be filed by any producer who contributed to the carrying out of an approved practice on the farm except where the only practices carried out were those carried out with conservation materials and services. An application for payment for less than \$1.00 should be submitted only upon special request by the producer.

D. Farms for which Applications for Payment are Required. Applications shall be filed by a producer for all farms in a county with respect to which a net deduction can be computed for conservation materials and with respect to any farm in the county on which he has adopted any practice tending to defeat the purposes of the program, failed to carry out approved erosion control measures, or employed any scheme or device to deprive others of payment.

E. Number of Copies. Applications for payment will be prepared in the county office in quadruplicate. The original (white) and first (yellow) copy will be transmitted to the State Office. The second (blue) copy will be retained in the county office files, and the third (pink) copy should be furnished to the producer. Carbons between copies which are forwarded to the State Office should not be removed.

F. Signatures and Notices of No-Payment.

1. Method of Obtaining Signature of Producers. A producer may sign his application for payment either before or after the data from which the payment will be computed have been entered on the form. The signature is required only on the original (white) copy.

In all cases where the signatures are obtained before the agricultural data are shown on the application, it is required that a completed copy of the application for payment showing all of the basic data for the farm be mailed or otherwise furnished to each producer at least five days prior to the transmittal of the application to the State Office. A notice should be furnished to the producer with his copy of the application to the effect that he should notify the county office immediately of any error in or any omission of data shown on the application.

2. If it is determined that no payment is due a producer, who has signed an application, he shall be notified to that effect. The notice should contain an explanation as to why no payment is due. A copy of all such notices showing the date of issuance shall be retained in the county office files.

SECTION II. ENTRIES TO BE MADE BY THE COUNTY OFFICES ON NER-820

All solid horizontal lines indicate spaces to be used in State offices and must not be used by county offices. Entries to be made by county offices are indicated by dotted horizontal lines.

All figures shown on the application representing percent ages and units shall be expressed to the nearest tenth; hundredths amounting to five or less shall be dropped, and hundredths amounting to more than five shall be considered a whole tenth. The following example illustrates the application of this rule:

<u>Percentage and Units</u>	<u>Figures Expressed in Tenths</u>
47.64	47.6
47.65000	47.6
47.65 plus any remainder	47.7
47.66	47.7

All erasures or alterations and all entries on the application to correct original entries which have been changed or otherwise altered must be initialed (in script, not printed) by a county committeeman. The county committeeman initialing any such correction must also sign the application.

A. State and County Code and Serial Number. Enter in the space provided in the upper right-hand corner the State and County code and farm serial number.

B. For entries to be made in Sections III and IV, refer to NER-821, Supplement No. 1, for the applicable State.

C. Entries in Section V, Signatures, Debts and Assignments.

1. Name and Address. Enter in Column E, Line 9, the typed name of each producer entitled to share in the payment for the farm and enter in Column E, Line 11, the address of each. The typed name should show the Christian name, additional initials, if any, and surname. All or either of two or more Christian names may be used, with additional initials, if any, and the surname.

Prepare and attach an additional copy for each producer entitled to share in the payment for the farm and transmit as a single farm application. In these cases, enter the State and county code and serial number on each producer's copy. The entries in Section III and IV shall be made on only one producer's copy as they relate to the farm. The entries in all other sections relate to the producer whose name appears on the application.

2. Signatures. A signature of each producer should appear in Column A, Line 9. In the case of producers who make application for payment on two or more farms, care should be exercised to make sure that the typed name and signature of such producer is the same on all such applications.

No payment will be made to any producer who does not sign the application. If the application is not signed by a producer, credit will be allowed only for his share of the farm payment represented by practices carried out with the use of conservation materials.

3. Witnesses. A witness to the signature of a producer is required only in case the signature of the producer is printed, made by mark or subscribed in other than English script. In such cases, the signature of the witness should be obtained on Line 11 immediately below the signature of the producer whose signature is being witnessed.

4. Persons Signing in a Representative or Fiduciary Capacity. In case an application is signed by a person who is acting in a representative or fiduciary capacity, his title, such as "Administrator," "Executor," "Guardian," "Agent," or "Attorney-in-Fact," and the name of the principal, should appear as part of the signature. However, that part of the signature showing the name of the principal and the Title of the person signing may be typed. Refer to ACP-16, "Instructions on Signature and Authorizations," for a detailed explanation with respect to the form of signature and the type of documentary authority which should be accepted in the case of a person signing in a representative or fiduciary capacity.

5. Acceptable Signatures

- a. All signatures must be in the original and should be in ink or indelible pencil.
- b. The signature as subscribed need not be as complete as the typed name, but must not be in conflict with the typed name.

6. Assignments. If, in accordance with ACP-70, as amended, an assignment has been executed by the producer, the name and address of the assignee, as shown in Section I of Form ACP-69, and the unpaid balance of any such assignment as shown in Section II of Form ACP-69, will be entered on Line 8 of Section V. Following the name of the assignee enter the word "assignee".

7. Indebtedness Items. If a producer's name appears on the county office Register of Indebtedness, enter separately on the producer's application all items of indebtedness shown thereon in the following manner:

"Due (Agency) _____, \$ _____."

D. Entries in Section VI, Payment

Enter in Column J, Line 7, each producer's share in the farm payment as determined by the county committee in accordance with the instructions set forth in National Bulletin, ACP-1944. Enter in Column I, Line 7, each producer's share in the value of the conservation materials furnished.

If only one producer has an interest in the application, these entries should be "100". If more than one producer has an interest in the application, the sum of the entries in Column J, Line 7, for all producers should equal 100 and if conservation materials have been furnished, the sum of the entries in Column I, Line 7, should equal 100.

No payment shall be made to a producer unless he has contributed to the carrying out of practices other than with the use of conservation materials or services. If more than one producer has contributed to the carrying out of practices on a farm which includes practices carried out other than with the use of conservation materials or services, an entry shall be made in Section VII on any producer's application who has carried out practices only with the use of conservation materials or services similar to the following:

"Practices carried out only with conservation materials or services."

E. Entries in Section VII, "Signature of County Committee and Additional Committee Determinations."

1. Conservation Materials Not Used. (Not applicable in New Jersey)
If all or any part of the conservation materials furnished to a farm have not been used to carry out approved practices and have not been transferred to the 1945 Program, enter the kind of material and quantity expressed in the same units for which the rate has been established for the value of conservation material as set forth in NER-821, Supplement 1, for the applicable State, and the notation not used.

2. Additional Deduction for Conservation Materials Misused.

If it is determined that all or a portion of the conservation materials furnished has been misused and is subject to an additional deduction equal to the amount of the original deduction, a recommendation to that effect should be entered on the application of the producer from whom the deduction should be made, showing the kind of material and the quantity expressed in the same units for which the rate has been established for the value of conservation materials as set forth in NER-821, Supplement 1, for the applicable state.

3. Conservation Materials Carried Over From Previous Years. In counties having a conservation practice for use of commercial materials, all conservation materials furnished under previous programs, which were not applied during a previous program year and not transferred in accordance with Bulletin NER-811, will, if applied under the 1944 Program in carrying out approved conservation practices, be shown in Section III as practices carried out with commercial rather than conservation materials.

If conservation materials, furnished under a previous program for which only a single deduction has been made, are carried over and are not used or are misused during the 1944 Program Year, an additional single deduction should be recommended by the county committee on that quantity of material so misused. Such a recommendation will be entered on the application of the producer to whom the material was furnished and should show the kind and quantity of the material recommended for additional single deduction and the applicable rate. In cases of material carried over from previous programs, for which a double deduction has previously been made, no further recommendations for deduction is applicable.

4. Other Farms. If a producer files an application on which a net deduction can be computed, enter the serial numbers of all other farms in the county for which the producer has or will file applications, and the names of other counties in the State in which he will file applications, or has been furnished conservation materials. Enter the serial numbers of farms in these counties if known.

Where it is known that the producer, if other than an individual, partnership, or estate, has participated in the 1944 Program in other counties or states it should be so indicated and the names of the counties or states entered.

5. If the county committee finds that a producer has failed to carry out approved erosion control measures as set forth in Section 8(b) of ACP-1944, enter a notation to that effect.

6. If the producer has carried out practices defeating the purposes of the programs or has deprived others of payment as set forth in Section 8(a) or 8(c) of ACP-1944, a notation to that effect may be entered.

7. Signature and Date of Filing. Upon approval of an application, by the county committee, a member shall sign in the space provided. Such signature must be in ink or indelible pencil. There will be entered in the space provided the date on which the application, after having been signed by the producer, was received in the county office or received by an authorized employee of the county committee.

In the case of applications on which there are two or more producers, the date shown on the application should be the date the application signed by one of the producers was first received.

SECTION III. TRANSMITTAL OF APPLICATIONS

Form NED-42 will be used for transmitting applications and the related Reports of Performance to the State offices. Unless otherwise directed by State offices, it is suggested that 50 applications be included in a single transmittal. All applications that are cross-referenced should be included in the same transmittal. The following applications will be transmitted on separate transmittal sheets:

1. Original applications
2. Supplemental applications
3. Suspended applications
4. Forms ACP-103

SECTION IV. TRANSMITTAL OF REPORTS OF PERFORMANCE OF NON-APPLICATION FARMS

The Reports of Performance for farms for which applications for payment are not required but which were furnished conservation materials or services, under the 1944 Program, shall be transmitted to the State office for the purpose of taking statistics in the same manner as under the 1943 Program.

A. W. Manchester
Director, Northeast Division

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NER-821
Supplement No. 1
Connecticut, New Hampshire,
Rhode Island

Issued August 3, 1944

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency
Northeast Region

COUNTY PROCEDURE FOR PREPARATION AND TRANSMITTAL OF 1944 APPLICATIONS
FOR PAYMENT (CONNECTICUT, NEW HAMPSHIRE, RHODE ISLAND)

G E N E R A L

The following procedure supplementing NER-821, contains instructions for entries to be made by county offices in the states of Connecticut, New Hampshire, and Rhode Island in Sections III and IV of Form NER-820, Application for Payment. Applications shall be prepared and submitted to the State office if a net deduction can be computed for a farm due to nonuse or misuse of conservation materials furnished or by a recommendation or determination that may be entered in Section VII as provided in Section II, Subsection E of NER-821. Entries shall be made from the information shown on the 1944 Report of Performance (NER-815 for the applicable state) and other county records.

SECTION I - THERE SHALL BE NO ENTRIES MADE IN SECTION III

SECTION II - ENTRIES TO BE MADE IN SECTION IV - ALLOWANCES
AND CONSERVATION MATERIALS

A. The rates to be used in determining the value of the farm allowances and the value of conservation materials are as follows:

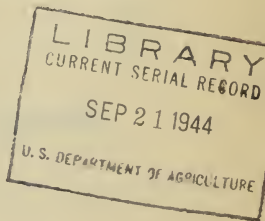
<u>Lime</u>	<u>Superphosphate</u>
Expressed in terms of bagged standard ground limestone.	Expressed in terms of 20% superphosphate
<u>Per Ton</u>	<u>Per Hundredweight</u>
Conn. * \$5.10	\$1.05
N. H. ** 5.50	1.05
R. I. ** 5.60	1.05

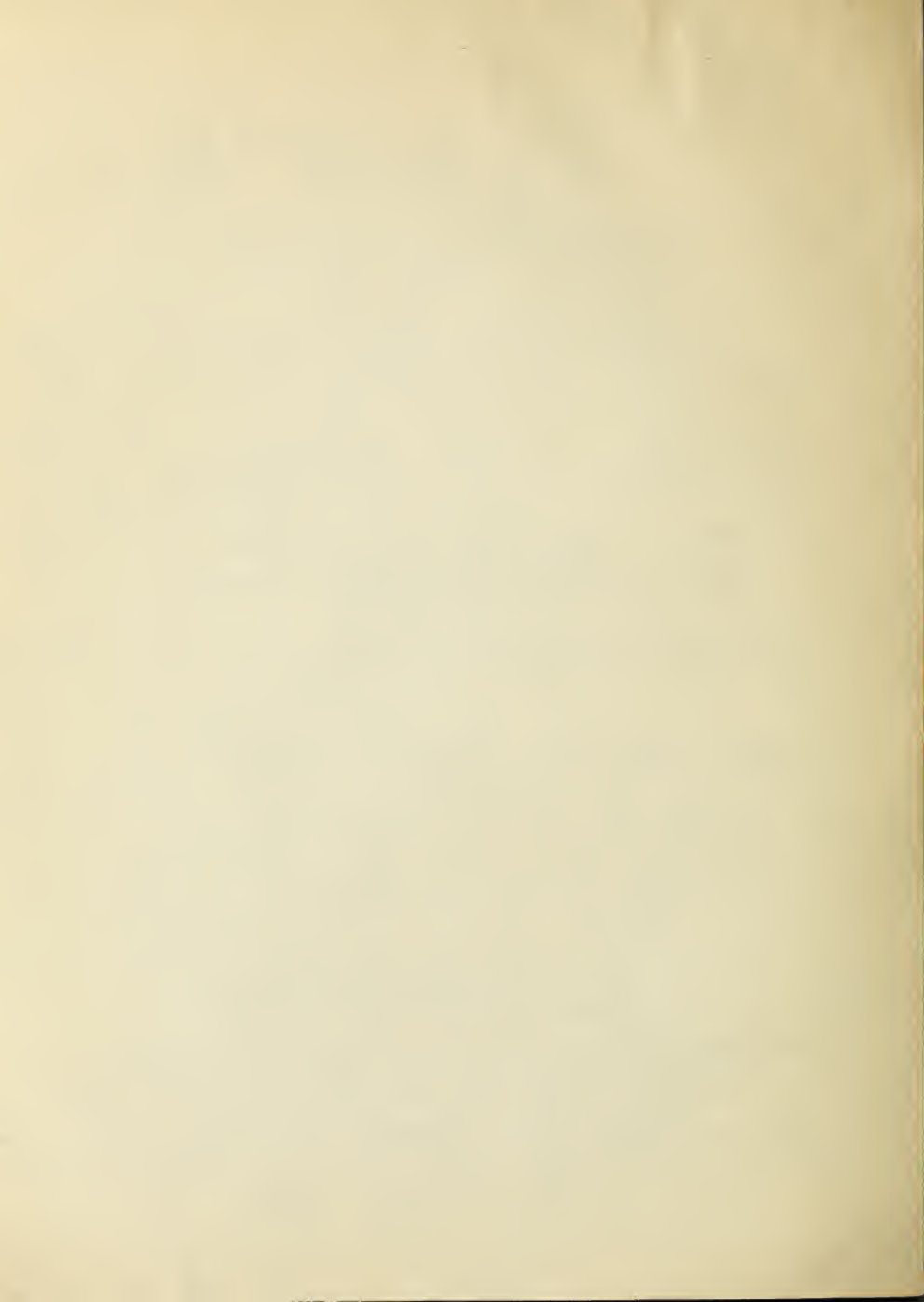
* Farmyard Delivery
** Railroad Siding Delivery

B. Entries shall be made only in the spaces indicated below:

- J-3 Enter the value of the lime and superphosphate allowances for the farm as finally determined by the county committee computed at the rates indicated in A above. Do not include the increase in small payment.
- 1-6 Enter the value of conservation materials furnished computed at the rates indicated in A above. Do not include the value of materials transferred.

A. W. Manchester
Director, Northeast Division

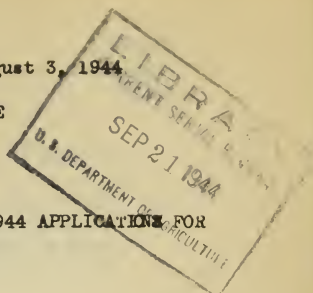




NER-821
Supplement No. 1
Maine

Issued August 3, 1944

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency
Northeast Region



COUNTY PROCEDURE FOR PREPARATION AND TRANSMITTAL OF 1944 APPLICATIONS FOR
PAYMENT (Maine)

G E N E R A L

The following procedure supplementing NER-821 contains instructions for entries to be made by county offices, in the State of Maine in Sections III and IV of Form NER-820, Application for Payment. Entries shall be made from information shown on the 1944 Report of Performance (NER-815, Maine) and other county records.

SECTION I - ENTRIES TO BE MADE IN SECTION III - PRACTICES

Conservation practices to be entered in Section III are limited to practices numbered 1A, 1B, 3A, 3B, 4, 5, 6, 7, 8, and 9.

A. Column A - Number - Enter in numerical order in this column the number of each of the above conservation practices carried out on the farm and approved by the county committee.

B. Column B - Units - Enter in this column the number of units of each practice opposite the respective practice number entered in Column A. A unit of each practice is:

<u>Practice No.</u>	<u>Unit</u>	<u>Practice No.</u>	<u>Unit</u>	<u>Practice No.</u>	<u>Unit</u>
1A	Ton	4	100 linear ft.	8	1,000
1B	"	5	"		sq. ft.
3A	"	6	Acre	9	Acre
3B	"	7	"		

SECTION II - ENTRIES TO BE MADE IN SECTION IV - ALLOWANCES
AND CONSERVATION MATERIALS

A. The rates to be used in determining the value of the farm allowances and the value of conservation materials are as follows:

1. Aroostook County. \$9.00 per ton for lime expressed in terms of bagged standard ground limestone railroad siding delivery.

2. All other counties. \$9.00 per ton for lime expressed in terms of bagged standard ground limestone farmyard delivery.

3. \$1.25 per hundredweight for superphosphate expressed in terms of 19% or 20% superphosphate.

4. \$1.75 per hundredweight of ammonium nitrate.

B. Entries shall be made only in the spaces indicated below:

- G-3 If practice 1A or 1B has been carried out on the farm and entered in Section III, enter the number of tons of lime furnished to the farm as conservation materials expressed in terms of bagged standard ground limestone railroad siding delivery in Aroostook County.
- H-3 If Practice 1A or 1B has been entered in Section III, enter the lime allowance for the farm.
- J-3 Enter the value of the lime, superphosphate and ammonium nitrate allowances for the farm as finally determined by the county committee, computed at the rates indicated in A above. Do not include the increase in small payment.
- I-6 Enter the value of the conservation materials furnished computed at the rates indicated in A above. Do not include the value of materials furnished.

A. W. Manchester
Director, Northeast Division

Issued August 3, 1944

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency
Northeast Region

COUNTY PROCEDURE FOR PREPARATION AND TRANSMITTAL OF
1944 APPLICATIONS FOR PAYMENT (MASSACHUSETTS)

GENERAL

The following procedure supplementing NER-821, contains instructions for entries to be made by county offices in the State of Massachusetts in Sections III and IV of Form NER-820, Application for Payment. Entries shall be made from information shown on the 1944 Report of Performance (NER-815, Massachusetts) and other county records.

SECTION I - ENTRIES TO BE MADE IN SECTION III - PRACTICES

Entries in this Section III are limited to Practice No. 3.

A. Column A, Number. Enter "3" in this column if Practice No. 3 has been carried out on the farm and approved by the county committee.

B. Column B, Units. Enter the number of units of Practice 3 carried out on the farm. A unit is 1 acre.

SECTION II - ENTRIES TO BE MADE IN SECTION IV - ALLOWANCES
AND CONSERVATION MATERIALS

A. The rates to be used in determining the value of the farm allowances and the value of conservation materials are as follows:

1. \$6.50 per ton for lime expressed in terms of bagged standard ground limestone farmyard delivery.

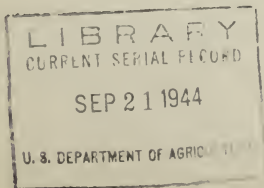
2. \$1.03 per hundredweight for superphosphate expressed in terms of 20% superphosphate.

B. Entries shall be made only in the spaces indicated below:

J-3 Enter the value of the lime and superphosphate allowances for the farm as finally determined by the county committee computed at the rates indicated in A above. Do not include the increase in small payment.

I-6 Enter the value of conservation materials furnished computed at the rates indicated in A above. Do not include the value of materials transferred.

A. W. Manchester
Director, Northeast Division





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NER-821
Supplement No. 1
New Jersey

Issued August 3, 1944

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency
Northeast Region

COUNTY PROCEDURE FOR PREPARATION AND TRANSMITTAL OF 1944 APPLI-
CATIONS FOR PAYMENT (New Jersey)

G E N E R A L

The following procedure supplementing NER-821 contains instructions for entries to be made by county offices in the state of New Jersey in Sections III and IV of Form NER-820, Application for Payment. Entries shall be made from information shown on the 1944 Report of Performance (NER-815, New Jersey) and other county records.

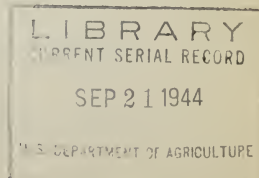
SECTION I - ENTRIES TO BE MADE IN SECTION III - PRACTICES

A. Column A, Number. Enter in numerical order in this column the number of each conservation practice carried out on the farm and approved by the county committee.

B. Column B, Units. Enter in this column the number of units of each practice opposite the respective practice number entered in Column A. A unit of each practice is:

<u>Practice No.</u>	<u>Units</u>	<u>Practice No.</u>	<u>Unit</u>
1	Ton	8	Acre
* 1A	"	9	"
2	20 lbs.	10	100 linear ft.
2A	"	11	Acre
3	Ton	12	1,000 sq. ft.
4	Acre	13A	Acre
5	"	13B	Pound
6	"	13C	"
7	"		

* Equivalent of 1 ton bagged ground limestone farmyard delivery



SECTION II - ENTRIES TO BE MADE IN SECTION IV -
ALLOWANCES AND CONSERVATION MATERIALS

A. The rates to be used in determining the value of the farm allowances and the value of conservation materials are as follows:

1. Lime expressed in terms of bagged standard ground limestone, farmyard delivery.

<u>County</u>	<u>Per Ton</u>	<u>County</u>	<u>Per Ton</u>
Sussex	4.45	Burlington, Gloucester,	
Morris	4.50	Mercer and Middlesex	5.30
Warren	4.55	Cumberland, Monmouth,	
Passaic	4.90	Ocean and Salem	5.40
Bergen and Essex	5.15	Atlantic	5.45
Camden, Hunterdon, Somerset		Cape May	5.65
and Union	5.20		

2. \$0.95 per 20 pounds of available phosphoric acid.

B. Entries shall be made only in the spaces indicated below:

J-3 Enter the conservation practices allowance (total allowance) as finally determined by the county committee (Do not include the increase in small payment). The lime allowance shall be computed at the applicable rate indicated in A above.

I-6 Enter the value of conservation materials furnished computed at the rates indicated in A above. Do not include the value of materials transferred.

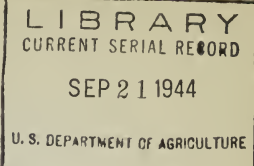
A. W. Manchester
Director, Northeast Division

B
NER-821
Supplement No. 1
New York

Issued August 3, 1944

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency
Northeast Region

COUNTY PROCEDURE FOR PREPARATION AND TRANSMITTAL
OF 1944 APPLICATIONS FOR PAYMENT (NEW YORK)



GENERAL

The following procedure supplementing NER-821 contains instructions for entries to be made by county offices in the State of New York in Sections III and IV of NER-820 Application for Payment. Entries shall be made from information shown on the 1944 Report of Performance (NER-815, New York) and other county records.

SECTION I - ENTRIES TO BE MADE IN SECTION III - PRACTICES

Conservation practices to be entered in Section III are limited to practices numbered 3, 4, 5A, 5B and 5C.

A. Column A - Number - Enter in numerical order in this column the practice number of each of the above conservation practices carried out on the farm and approved by the county committee.

B. Column B - Units - Enter in this column the number of units of practices numbered 3, 5A, 5B and 5C opposite the respective practice number entered in Column A. Do not enter units of Practice No. 4. A unit of each practice is:

<u>Practice No.</u>	<u>Unit</u>	<u>Practice No.</u>	<u>Unit</u>
3	100 linear feet	5B	Pound
5A	Acre	5C	Pound

If Practice No. 3 has been carried out, an entry shall be made in Section VII on the application of the producer to whom the service was furnished showing the cost to AAA for the farm and the producer's share, similar to the following:

"Practice No. 3 Cost to AAA \$ _____. Share _____%."

If Practice No. 4 has been carried out, an entry shall be made in Section VII on the application of the producer to whom the service was furnished showing the project number or name, amount paid by AAA for the project, total acreage of cropland, orchards and pastures on all of the farms in the project, the acreage of cropland, orchards and pastures on the farm, and the producer's share of the cost to the farm, similar to the following:

"Practice No. 4, Project (Number or name). Cost to AAA \$ _____.
_____ acres of cropland, orchards and pastures in the pro-
ject of which _____ acres are on this farm. Share in farm cost
_____ %."

Where practices numbered 3 and 4 have been carried out, the payment and deduction should not be reflected in the share for payment and deduction in Column J, Line 7 and Column I, Line 7 respectively.

SECTION II - ENTRIES TO BE MADE IN SECTION IV -- ALLOWANCES
AND CONSERVATION MATERIALS

A. The rates to be used in determining the value of the farm allowances and the value of conservation materials are as follows:

1. \$5.60 per ton for lime expressed in terms of bagged standard ground limestone farmyard delivery.

2. The following rates per hundredweight for superphosphate expressed in terms of 18% or 20% superphosphate:

<u>Rate of 18%</u> <u>Superphosphate</u>	<u>Rate of 20 %</u> <u>Superphosphate</u>	<u>Counties</u>
\$0.99	\$1.14	Albany, Allegany, Broome, Cattaraugus, Cayuga, Chautauqua, Chemung, Chenango, Columbia, Cortland, Delaware, Erie, Fulton, Genesee, Greene, Herkimer, Jefferson, Lewis, Livingston, Madison, Monroe, Montgomery, Niagara, Oneida, Onondaga, Ontario, Orleans, Oswego, Otsego, Rensselaer, Saratoga, Schenectady, Schoharie, Schuyler, Seneca, Steuben, Sullivan, Tioga, Tompkins, Warren, Washington, Wayne, Wyoming and Yates.
1.03	1.18	Clinton, Essex, Franklin and St. Lawrence
0.98	1.13	Dutchess, Putnam, and Westchester
0.96	1.11	Orange, Rockland, and Ulster
	1.09	Richmond and Suffolk

B. Entries shall be made only in the spaces indicated below:

- J-3 Enter the value of the lime and superphosphate allowances for the farm as finally determined by the county committee computed at the rates indicated in A above. Do not include the increase in small payment.
- I-6 Enter the value of conservation materials furnished (lime and superphosphate only) computed at the rates indicated in A above. Do not include the value of any materials transferred.

A. W. Manchester
Director, Northeast Division

Issued June 26, 1944

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency
Northeast Region

1944 Agricultural Conservation Program - Northeast Region

INSTRUCTIONS FOR DETERMINING PERFORMANCE

STATE AND COUNTY OFFICE PROCEDURE

(Items marked with an asterisk (*) are applicable only in states having cash practices.)

SECTION I. GENERAL

A. General Plan for Determining Performance

1. As in 1943, producers will be responsible for determining the extent of conservation practices carried out on their farms and reporting their determinations to their community committeemen or to the county office. Reports for "materials only" farms may be made by mail.

2. The information furnished by the producer will be entered on or attached to the report of performance for the farm and he will certify to its accuracy.

3. The community committeeman serving the locality in which the farm is located will review the report and approve it when he is satisfied that it is complete and reasonably accurate.

* 4. A final date approved by the Regional Director will be established by the State Committee for the submission of applications for payment from county offices. No application which will result in a net payment for the producer shall be prepared from a report of performance which is made after that date except by special permission of the State Committee. General publicity should be given of this date.

B. State Committee Responsibilities

In addition to the general supervision of all performance work, the State Committee and State office are directly responsible for the following specific functions:

1. A plan should be worked out with each county committee covering all details of checking performance in the county, such

as notifying producers, letters to producers, arrangements for assistance to producers at sittings and in the county office, obtaining services of community committeemen, necessary spot-checking, etc.

* 2. Arrange for and supervise county training schools at which instructions are given to county and community committeemen and county office personnel covering their responsibilities.

3. Determine that a satisfactory job of reporting performance is done in each county and make arrangements for adequate spot-checking by both county office and state office representatives.

C. Plans for Obtaining Reports of Performance

The county committee, in cooperation with the farmer fieldmen, will work out a plan for obtaining reports from producers in the county. In formulating this plan, consideration should be given to the following:

1. Arrangements whereby producers may present their reports at the county office at any time during office hours.

2. A series of meetings at which community committeemen will be present.

3. Arrangements for specified times at which community committeemen will receive reports at their homes.

4. Definite appointments for each individual farmer at the county office or at the home of a committeeman.

5. Acceptance of reports by committeemen at meetings of any sort. Whenever possible, this work should be combined with 1945 enrollment and taking orders for 1945 conservation materials.

6. Arrangements for producers to report by mail.

D. Determination of Extent of Practices

Producers should report all practices carried out on their farms. If the extent of a practice is to be reported in acres, official acreages which have been furnished under the Agricultural Adjustment Agency Program on farm maps or other forms should be used if available. If such acreages are not available from previous records, producers may make the necessary determination by using any other reasonably accurate method which is commonly used in the community in determining acreages. Linear feet and square feet of engineering practices should be determined from actual measurements.

County committees should require producers to furnish such evidence as it considers necessary to establish the extent of practices which are measured in units of weight.

E. Training Community Committeemen

The county committee shall with the assistance of the farmer fieldman, train community committeemen and other persons in the preparation of reports of performance.

F. Notice to Farmers

The county committee will send a notice in the form of a letter to each enrolled producer informing him of his responsibility for determining and reporting performance on his farm, what information is needed, and when, where, and how this information should be reported. * The final date for accepting reports should be included in the letter if it has been established.

The following are two suggested letters:

(Suggested Letter for "Materials Only" Farms)

Dear Sir:

In the interest of economy, farmers are being requested to report their own performance with the provisions of the 1944 Agricultural Conservation Program. Our records indicate that you were furnished the following Conservation Materials for carrying out approved conservation practices during the Program Year which ends _____ 1944.

_____ Tons (kind)	Lime
_____ Pounds	Superphosphate

Please furnish us with a report, at your earliest convenience, on the quantity of each of these materials used on cropland and permanent pasture and the acreage of each. You may make your report at the county office or it may be made by mail, or

(List here any other arrangements that have been made)

Requests for lime and superphosphate to be furnished under the 1945 Program may be placed at the same time.

It is the responsibility of the county committee to have a sufficient number of farms spot-checked to determine that the use of Conservation Materials is being reported in an acceptable manner. Your cooperation in providing your committee with a prompt and accurate report will be appreciated.

* (Suggested Letter for Application Farms)

Dear Sir:

In the interest of economy, farmers are being requested to report their own performance with the provisions of the 1944 Agricultural Conservation Program. You are requested to report, at your earliest convenience, on the use made of any Conservation Materials furnished to you, and the extent of any other approved conservation practices you have carried out. You should use your farm map in determining the acreage of practices, where acreage is required. If you do not have a farm map, you may determine the acreage by any reasonably accurate method which you are accustomed to use in determining acreage. Credit cannot be allowed for practices carried out after _____ 1944.

You may make your report to the county office or
(Enter here any other arrangements that have been made)

An Application for Payment will not be prepared for you unless you make your report before _____ 1944.

Requests for lime and superphosphate to be furnished under the 1945 Program may be placed at the same time you make your report.

It is the responsibility of the county committee to have a sufficient number of farms spot-checked to determine that performance is being determined and reported in an acceptable manner. Your cooperation in providing your committee with a prompt and accurate report will be appreciated.

SECTION II. ENTRIES TO BE MADE
ON COUNTY OFFICE COPY OF NER-815

A. Conservation Materials and Services

Prior to the acceptance of reports of performance, the kind and quantities of conservation materials and services furnished to the producer under the 1944 Program should be entered in the spaces provided on NER-815 for each enrolled farm. If the producer was furnished conservation materials under the 1943 Program which were not used during the 1943 Program Year and were not transferred to the 1944 Program, the kind and quantity of each of such materials shall also be entered in this section and identified as

1943 materials. Lime furnished under the 1943 special Lime Program in Pennsylvania should be identified as such.

B. From Farmers' Reports

Community committeemen should be given the forms NER-815 for the farms in their communities for completion. They should also be furnished with blank forms NER-815, farm maps, and any other material needed by them in completing reports of performance.

If any of the information furnished by the producer is in acceptable written form, it may be attached to the NER-815 instead of transferring the data.

Community Committeemen should:

1. Verify the entries in Section I. The Christian name, additional initials, if any, and surname of each producer who contributed to the carrying out of conservation practices should be shown. Either of two or more Christian names may be used, with additional initials, if any, and surname. This is especially important if an application for payment is to be prepared from the report.

2. Verify the address and relationship to the farm of each producer.

3. Determine and enter the percentage share contributed by each producer in carrying out practices.

4. As the acreage of cropland on the farm will be needed for statistical purposes, this item should be verified and corrected if necessary.

5. Verify the entries for conservation materials and services. Enter a brief description of the use made of the conservation materials furnished. If any of the materials have not been applied or have not been used to carry out a conservation practice, enter a notation to that effect.

- * 6. For other conservation practices, enter the number, description, and extent of the practice.

7. Enter in the section for "Remarks" any significant information not otherwise provided for. The failure to carry out approved erosion control measures, the adoption of any scheme or device to deprive others of payment or the adoption of any practice which tends to defeat the purposes of the program should be recorded.

The producer will enter his signature in the space provided and the community committeemen will enter his signature and date if he approves the report.

C. Checking Reports of Performance

As reports of performance are completed, all entries will be reviewed in the county office for completeness and accuracy. If there is a notation in the Section for conservation materials and services that any material has not been used to carry out conservation practices, the serial numbers of any other farms in the county on which the producer contributed in carrying out practices should be obtained and entered in Section I. Particular attention should be given to any entries made in the Section for "Remarks." Any remarks which would affect the payment for the farm should be referred to the county committee.

* The report of performance for any farm for which an application for payment should be prepared will be so indicated by entering immediately above Section I, the word, "Appl."

* SECTION III. SIGNATURE ON APPLICATION FOR PAYMENT

After completing the report of performance, if it is determined that a payment has been earned for the farm, the signatures of all persons entitled to share in the payment will be obtained on a copy of the Application for Payment (Form NER-820). Community committeemen contacting farmers should carry a supply of Applications for Payment with them and obtain the signatures insofar as possible at the time of contact. The community committeeman should be particularly careful to inform the persons signing, that signing the application does not necessarily mean that a cash payment will be made as the eligibility for payment is a determination of the county committee. Signatures will be written with ink or with an indelible pencil and the date of signing will be entered in the space provided. In all cases where possible, the full Christian name, additional initials, if any, and surname should be used in executing all applications. In the case of married women, the husband's name preceded by the designated "Mrs." should not be used. Where two or more individuals are jointly entitled to receive payment the application should include all as payees and the word "and" should appear before the name of the last payee.

SECTION IV. SPOT-CHECKING

A. State

It is the responsibility of the State Committee to see that performance work is honestly and efficiently done. Each State

Committee has full responsibility for making certain that the work in all counties is of acceptable quality and should take steps to improve the quality of the work when it is found that it is not satisfactory.

Farmer fieldmen shall determine the manner in which performance work is being carried out in each county by reviewing the extent and results of the county committee spot-check and a sufficient number of reports of performance and applications for payment. Farmer fieldmen may visit the community committeemen or spot-check some farms in those counties where they find that their review in the county office does not enable them to determine the manner in which the work has been done. Farmer fieldmen shall submit to the State Committee a narrative report for each county indicating whether the work is being satisfactorily done and also including any recommendations for improving the quality of the work.

B. County

1. The county committee will determine the farms to be spot-checked. Some of the farms to be spot-checked should be selected at random and some should be selected where a doubt exists regarding the accuracy of the information furnished by the producer. The county committee will require a spot-check on enough farms to satisfy itself that reports being made are complete and accurate.

2. Form NED-65 Revised, "Spot-checker's Farm Report," will be used in making reports of spot-checkers. Reports are to be prepared in duplicate--the original to be retained in the county office and the copy to be forwarded to the State office.

SECTION V. RECORDS AND REPORTS

A. County Office Records

A record of progress of performance work will be maintained in each county office on NED-102, Revised, "Office Control Sheet 194 ." Farmer fieldmen will give specific instructions on the use and maintenance of this form.

B. County Office Progress Report

A report showing the progress of performance work in the county will be submitted to the State office by each county committee not later than the 5th day of each month, showing cumulative totals for the following items as of the last day of the previous month.

1. Number of farms enrolled in the 1944 Program.

2. Estimated number of enrolled farms which will not be eligible for payments in cash or in materials or services.

3. Number of farms for which performance has been reported.

* 4. Estimated number of farms for which 1944 applications for payment will be filed.

5. Number of farms spot-checked by representatives of county committee.

6. Number of farms enrolled in 1945 Program.

C. State Office Progress Reports

Reports of progress will be submitted to the Regional Office by each State office not later than the 10th day of each month, showing by counties, the status of the work of checking performance and applications as of the last day of the previous month. In addition to the items received from county offices, the report will show cumulative totals of the following:

1. Number of counties for which reports have been received from farmer fieldmen in accordance with Section III of this bulletin.

* 2. Number of applications for payment received in State office.

* 3. Number of applications for payment certified for payment by the State office.

* 4. Number of applications for payment suspended by General Accounting Office.

* 5. Number of applications for payment suspended by the State office.

A. W. Manchester
Director, Northeast Division

